REGULAR BOARD MEETING
Wednesday, March 19, 2025
10:00 a.m.
Hybrid Participation

CLALLAM TRANSIT SYSTEM
In-Person: 830 W. Lauridsen Blvd, Port Angeles
Virtual: 253-215-8782
Meeting ID: 858 1027 6869

AGENDA

Agenda items requiring action may be taken by unanimous consent, when appropriate to do so.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

The public is welcome to participate in the meeting by joining via phone by calling **253-215-8782**, entering meeting ID no. **858 1027 6869** or by attending in-person. However, we encourage anyone interested in providing public comment to the CTS Board to please email your comments to boardclerk@clallamtransit.com or mail to Clallam Transit System, 830 West Lauridsen Boulevard, 98363. Providing comments 24 hours in advance of the meeting will ensure that they are distributed to the board. During the public comment period, persons may speak for up to three minutes by stating their name and residential jurisdiction. Comments will be addressed to the entire CTS Board and not to one individual. Board members will not provide responses or engage in direct conversation during the public comment period.

PRESENTATION

A. **Retirement Recognition – Don Trautman, Fixed-route Operator and Instructor**

CONSENT AGENDA

A. **Factsheet 2025-015**: Consent Agenda – Motion No. M7:2025
   - **Payment Listing** – February 13, 2025, through March 12, 2025
   - **Board Meeting Minutes** – February 19, 2025
   - **Resolution R3:2025 –** Donald Trautman Retirement

ACTION ITEMS

A. **Factsheet 2025-016:** 2025 Operating Budget Amendment No. 1 – Motion No. M8:2025
   Cherie Huxtable, Finance Manager
B. **Factsheet 2025-021:** TransTrack Procurement and Contract Authorization – Motion No. M9:2025
   Gary Abrams, Maintenance Manager

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(g), review the performance of a public employee. The session is closed to the public. Board action is not anticipated to follow. Pursuant to RCW 36.57A.050(4), the non-voting board member is excluded from the closed session.

BOARD STRATEGY PLANNING SESSION

A. **Factsheet 2025-017:** 2025-2030 Transit Development Plan — Jim Fetzer, General Manager

INFORMATIONAL ITEMS

A. **Executive Report** — Jim Fetzer, General Manager
B. **Factsheet 2025-018:** Operations Department Report — Jason McNickle, Operations Manager
C. **Factsheet 2025-019:** Finance Department Report — Cherie Huxtable, Finance Manager
D. **Maintenance Department Report** — Gary Abrams, Maintenance Manager
E. **Factsheet 2025-020:** Administrative Services Department Report — Barb Cox, Human Resources Manager

BOARD OPEN DISCUSSION

ADJOURNMENT

Title: March 2025 Consent Agenda
Submitted By: James I. Fetzer, General Manager
Authorized By: N/A

Factsheet: 2025-015
Date: March 19, 2025

Background
The Clallam Transit System Board (Board) has adopted the special rule order for the consent agenda process, as outlined in the Section 3.4 Parliamentary Procedure of the *Bylaws of the Clallam County Public Transportation Benefit Area*. All items listed within the consent agenda have been distributed to each member of the Board for review prior to the meeting and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, then by request, that item may be removed from consent agenda.

Discussion
- **Payment Listing:** The listing of payments as summarized in the attached memorandum are presented for review and approval by the Board.
- **Board Meeting Minutes:** The minutes from the last meeting have been drafted and are presented for review and approval by the Board.
- **Resolution R3:2025:** Retirement Recognition Fixed-route Operator and Instructor Don Trautman

Recommended Action
Move to approve the actions outlined above in the consent agenda, motion no. M7:2025, as presented.

Attachments
- Payment Listing – February 13, 2025, through March 12, 2025
- February 19, 2025 Board Minutes
- Resolution R3:2025 – Fixed-route Operator and Instructor Don Trautman

Passed and adopted by the Board at a regular meeting by CTS Motion No. M7:2025 thereof this 19th day of March 2025.

_____
Mark Ozias, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Orig: Board Meeting File

830 West Lauridsen Boulevard
Port Angeles, Washington 98363

www.clallamtransit.com
360-452-4511

Title: Payment Listing for Board Approval

Submitted By: Cherie Huxtable, Finance Manager

Authorized By: Jim Fetzer, General Manager

PAYMENT LISTING FOR BOARD APPROVAL

The listing of payments as summarized above and listed on the following pages, are hereby presented for approval.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just and due obligations against the Clallam Transit System, and that I am authorized to authenticate and certify to said claims."

Finance Manager — March 19, 2025 — Date

Umpqua Bank	From	To	From	To	Amount
Automated Checks	2/13/2025	3/12/2025	101086	101210	405,750.69
ACHs - External Initiated	2/13/2025	3/12/2025	50730	50733	107,725.67
ACHs - External Initiated	2/13/2025	3/12/2025	*	DFT0000381	107,571.86
ACHs - Other Internal Initiated	2/13/2025	3/12/2025	225	244	253,901.33
				TOTAL "Accounts Payable Check Disbursement List"	**$ 874,949.55**
				*Two payroll vendor payment drafts with intermittent number	
ACHs - Payroll Internal Initiated	2/13/2025	3/12/2025	EFT0026	EFT0027	381,414.38
				TOTAL ACH REGISTER	**$ 381,414.38**
				TOTAL ALL PAYMENTS	**$ 1,256,363.93**

BOARD APPROVAL OF PAYMENT LISTING

Payments audited and certified by the finance manager as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

The Clallam Transit System Board, by a (unanimous, majority) vote, does approve for payment those checks and electronic payments disbursed and included on the listings provided.

Chair — Date

Clallam Transit System

Check Report

By Check Number

Date Range: 02/13/2025 - 03/12/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
633	PETROCARD, INC	02/14/2025	EFT	0.00	9,167.18	225
5089	SHAWN LANDRY	02/21/2025	EFT	0.00	175.00	226
214	AMALGAMATED TRANSIT UNION	02/20/2025	EFT	0.00	2,234.55	227
210	EMPLOYEES ASSOCIATION	02/20/2025	EFT	0.00	390.50	228
810	HRA VEBA	02/20/2025	EFT	0.00	3,972.61	229
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	02/20/2025	EFT	0.00	10,834.12	230
843	PF EA CHARITY FUND	02/20/2025	EFT	0.00	34.00	231
240	UNITED WAY OF CLALLAM COUNTY	02/20/2025	EFT	0.00	40.00	232
633	PETROCARD, INC	02/28/2025	EFT	0.00	21,033.41	233
KG021	KEVIN E GALLACCI	02/28/2025	EFT	0.00	300.00	234
5002	RYAN WOODS	02/28/2025	EFT	0.00	381.10	235
214	AMALGAMATED TRANSIT UNION	03/06/2025	EFT	0.00	2,265.87	236
210	EMPLOYEES ASSOCIATION	03/06/2025	EFT	0.00	419.50	237
810	HRA VEBA	03/06/2025	EFT	0.00	17,934.41	238
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	03/06/2025	EFT	0.00	10,771.96	239
843	PF EA CHARITY FUND	03/06/2025	EFT	0.00	34.00	240
240	UNITED WAY OF CLALLAM COUNTY	03/06/2025	EFT	0.00	40.00	241
KG021	KEVIN E GALLACCI	03/07/2025	EFT	0.00	300.00	242
325A	HEALTH CARE AUTHORITY	03/07/2025	EFT	0.00	166,472.89	243
633	PETROCARD, INC	03/07/2025	EFT	0.00	7,100.23	244
			Total EFT:	**0.00**	**253,901.33**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
1241	UNITED PARCEL SERVICE	02/25/2025	Bank Draft	0.00	42.19	50730
858	EFTPS - 941 DEPOSITS	03/06/2025	Bank Draft	0.00	64,157.83	50731
303	WA DRS - DEPT OF RETIREMENT SRVCS	03/06/2025	Bank Draft	0.00	43,272.99	50732
184	WA DOR - B&O TAXES	03/07/2025	Bank Draft	0.00	252.66	50733
			Total Bank Draft:	**0.00**	**107,725.67**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
999	CENTURYLINK	02/18/2025	Regular	0.00	232.95	101086
999	CENTURYLINK	02/18/2025	Regular	0.00	-232.95	101086
1081	CINTAS CORP NO 2	02/18/2025	Regular	0.00	113.58	101087
1081	CINTAS CORP NO 2	02/18/2025	Regular	0.00	-113.58	101087
1066	CINTAS CORPORATION NO 3	02/18/2025	Regular	0.00	-271.97	101088
1066	CINTAS CORPORATION NO 3	02/18/2025	Regular	0.00	271.97	101088
960	EVERGREEN COLLISION CENTER, INC.	02/18/2025	Regular	0.00	-2,677.03	101089
960	EVERGREEN COLLISION CENTER, INC.	02/18/2025	Regular	0.00	2,677.03	101089
435	GALLS PARENT HOLDINGS LLC	02/18/2025	Regular	0.00	-453.32	101090
435	GALLS PARENT HOLDINGS LLC	02/18/2025	Regular	0.00	453.32	101090
752	HI-TECH SECURITY, INC.	02/18/2025	Regular	0.00	600.00	101091
752	HI-TECH SECURITY, INC.	02/18/2025	Regular	0.00	-600.00	101091
923	MATTHEW C LASHER III	02/18/2025	Regular	0.00	-473.72	101092
923	MATTHEW C LASHER III	02/18/2025	Regular	0.00	473.72	101092
874	NORTHWEST PLASTICS, INC.	02/18/2025	Regular	0.00	-1,777.79	101093
874	NORTHWEST PLASTICS, INC.	02/18/2025	Regular	0.00	1,777.79	101093
1239	Security Service Northwest, Inc.	02/18/2025	Regular	0.00	-1,237.50	101094
1239	Security Service Northwest, Inc.	02/18/2025	Regular	0.00	1,237.50	101094
181	VERIZON WIRELESS,BELLEVUE	02/18/2025	Regular	0.00	-848.74	101095
181	VERIZON WIRELESS,BELLEVUE	02/18/2025	Regular	0.00	848.74	101095
509	VESTIS GROUP	02/18/2025	Regular	0.00	-102.63	101096
509	VESTIS GROUP	02/18/2025	Regular	0.00	102.63	101096
845	WAVE DIVISION HOLDINGS, LLC	02/18/2025	Regular	0.00	1,307.95	101097
845	WAVE DIVISION HOLDINGS, LLC	02/18/2025	Regular	0.00	-1,307.95	101097
510	CUMMINS INC.	02/20/2025	Regular	0.00	-2,581.70	101098
510	CUMMINS INC.	02/20/2025	Regular	0.00	2,581.70	101098
1143	DOBBS HEAVY DUTY HOLDINGS LLC	02/20/2025	Regular	0.00	1,367.32	101099
1143	DOBBS HEAVY DUTY HOLDINGS LLC	02/20/2025	Regular	0.00	-1,367.32	101099
307	FERRELLGAS LP	02/20/2025	Regular	0.00	-2,752.71	101100
307	FERRELLGAS LP	02/20/2025	Regular	0.00	2,752.71	101100
305	GILLIG LLC	02/20/2025	Regular	0.00	256.62	101101
305	GILLIG LLC	02/20/2025	Regular	0.00	-256.62	101101
322	MOHAWK MFG. & SUPPLY CO.	02/20/2025	Regular	0.00	-1,425.84	101102
322	MOHAWK MFG. & SUPPLY CO.	02/20/2025	Regular	0.00	1,425.84	101102
751	MUNCIE RECLAMATION & SUPPLY	02/20/2025	Regular	0.00	106.05	101103
751	MUNCIE RECLAMATION & SUPPLY	02/20/2025	Regular	0.00	-106.05	101103
221	RACE STREET AUTO PARTS-NAPA	02/20/2025	Regular	0.00	471.64	101104
221	RACE STREET AUTO PARTS-NAPA	02/20/2025	Regular	0.00	-471.64	101104
369	SEON SYSTEMS SALES, INC.	02/20/2025	Regular	0.00	174.25	101105
369	SEON SYSTEMS SALES, INC.	02/20/2025	Regular	0.00	-174.25	101105
845	WAVE DIVISION HOLDINGS, LLC	02/21/2025	Regular	0.00	1,307.95	101106
999	CENTURYLINK	02/21/2025	Regular	0.00	232.95	101107
1081	CINTAS CORP NO 2	02/21/2025	Regular	0.00	113.58	101108
1066	CINTAS CORPORATION NO 3	02/21/2025	Regular	0.00	271.97	101109
510	CUMMINS INC.	02/21/2025	Regular	0.00	2,581.70	101110
1143	DOBBS HEAVY DUTY HOLDINGS LLC	02/21/2025	Regular	0.00	1,367.32	101111
960	EVERGREEN COLLISION CENTER, INC.	02/21/2025	Regular	0.00	2,677.03	101112
307	FERRELLGAS LP	02/21/2025	Regular	0.00	2,752.71	101113
435	GALLS PARENT HOLDINGS LLC	02/21/2025	Regular	0.00	453.32	101114
305	GILLIG LLC	02/21/2025	Regular	0.00	256.62	101115
752	HI-TECH SECURITY, INC.	02/21/2025	Regular	0.00	600.00	101116
923	MATTHEW C LASHER III	02/21/2025	Regular	0.00	473.72	101117
322	MOHAWK MFG. & SUPPLY CO.	02/21/2025	Regular	0.00	1,425.84	101118
751	MUNCIE RECLAMATION & SUPPLY	02/21/2025	Regular	0.00	106.05	101119
874	NORTHWEST PLASTICS, INC.	02/21/2025	Regular	0.00	1,777.79	101120
221	RACE STREET AUTO PARTS-NAPA	02/21/2025	Regular	0.00	471.64	101121
1239	Security Service Northwest, Inc.	02/21/2025	Regular	0.00	1,237.50	101122
369	SEON SYSTEMS SALES, INC.	02/21/2025	Regular	0.00	174.25	101123
181	VERIZON WIRELESS,BELLEVUE	02/21/2025	Regular	0.00	848.74	101124
509	VESTIS GROUP	02/21/2025	Regular	0.00	102.63	101125

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1150	AMAZON CAPITAL SERVICES	02/25/2025	Regular	0.00	939.79	101126
504	ANGELES COMMUNICATION INC	02/25/2025	Regular	0.00	614.74	101127
999	CENTURYLINK	02/25/2025	Regular	0.00	264.07	101128
1066	CINTAS CORPORATION NO 3	02/25/2025	Regular	0.00	271.97	101129
031	CITY OF PORT ANGELES	02/25/2025	Regular	0.00	1,530.48	101130
035	CLALLAM COUNTY TREASURER	02/25/2025	Regular	0.00	14,994.12	101131
587	DELL USA LP	02/25/2025	Regular	0.00	7,321.44	101132
1089	DR PANZA LLC	02/25/2025	Regular	0.00	840.00	101133
014	LES SCHWAB GROUP HOLDINGS LLC	02/25/2025	Regular	0.00	4,304.38	101134
923	MATTHEW C LASHER III	02/25/2025	Regular	0.00	157.90	101135
862	NORTHWEST LIFT & EQUIPMENT LLC	02/25/2025	Regular	0.00	1,829.57	101136
874	NORTHWEST PLASTICS, INC.	02/25/2025	Regular	0.00	2,325.56	101137
237	OLYMPIC DM DISPOSAL	02/25/2025	Regular	0.00	128.15	101138
937	OLYMPIC SPRINGS, INC	02/25/2025	Regular	0.00	59.57	101139
564	PUD #1 OF CLALLAM COUNTY	02/25/2025	Regular	0.00	87.93	101140
1239	Security Service Northwest, Inc.	02/25/2025	Regular	0.00	1,237.50	101141
536	THRYV, INC	02/25/2025	Regular	0.00	35.00	101142
509	VESTIS GROUP	02/25/2025	Regular	0.00	104.10	101143
1137	WALTER E NELSON OF WEST WASHINGTON	02/25/2025	Regular	0.00	70.71	101144
1143	DOBBS HEAVY DUTY HOLDINGS LLC	02/26/2025	Regular	0.00	2,053.23	101145
307	FERRELLGAS LP	02/26/2025	Regular	0.00	4,222.75	101146
305	GILLIG LLC	02/26/2025	Regular	0.00	706.14	101147
182	LIFT - U	02/26/2025	Regular	0.00	411.39	101148
751	MUNCIE RECLAMATION & SUPPLY	02/26/2025	Regular	0.00	729.07	101149
1128	NFI PARTS	02/26/2025	Regular	0.00	402.54	101150
874	NORTHWEST PLASTICS, INC.	02/26/2025	Regular	0.00	261.36	101151
471	PRICE FORD	02/26/2025	Regular	0.00	174.24	101152
221	RACE STREET AUTO PARTS-NAPA	02/26/2025	Regular	0.00	17.42	101153
369	SEON SYSTEMS SALES, INC.	02/26/2025	Regular	0.00	685.00	101154
179	BANK OF AMERICA	02/28/2025	Regular	0.00	2,819.56	101155
US0506	US BANK 0506	02/28/2025	Regular	0.00	70.27	101156
US6068	US BANK 6068	02/28/2025	Regular	0.00	7.71	101157
US6375	US BANK 6375	02/28/2025	Regular	0.00	4,076.41	101158
US6383	US BANK 6383	02/28/2025	Regular	0.00	297.01	101159
US6466	US BANK 6466	02/28/2025	Regular	0.00	111.14	101160
US9494	US BANK 9494	02/28/2025	Regular	0.00	5,292.45	101161
US3151	USBANK 3151	02/28/2025	Regular	0.00	753.09	101162
US9673	USBANK 9673	02/28/2025	Regular	0.00	388.70	101163
US9737	USBANK 9737	02/28/2025	Regular	0.00	763.23	101164
476	ANGELES PLUMBING LLC	03/04/2025	Regular	0.00	106.60	101165
109	CENTURYLINK	03/04/2025	Regular	0.00	141.29	101166
1066	CINTAS CORPORATION NO 3	03/04/2025	Regular	0.00	271.97	101167
435	GALLS PARENT HOLDINGS LLC	03/04/2025	Regular	0.00	265.65	101168
1223	HORTON WEIBEL BROUGHTON & PALMER PLLC	03/04/2025	Regular	0.00	318.00	101169
1189	MODEL 1 COMMERCIAL VEHICLES, INC.	03/04/2025	Regular	0.00	248,594.00	101170
874	NORTHWEST PLASTICS, INC.	03/04/2025	Regular	0.00	1,057.42	101171
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	03/04/2025	Regular	0.00	2,939.77	101172
036	ROBERT PURCELL	03/04/2025	Regular	0.00	577.50	101173
1239	Security Service Northwest, Inc.	03/04/2025	Regular	0.00	962.50	101174
067	SYNTECH SYSTEMS, INC	03/04/2025	Regular	0.00	898.43	101175
136	THYSSENKRUPP ELEVATOR CORPORATION	03/04/2025	Regular	0.00	2,392.53	101176
181	VERIZON WIRELESS,BELLEVUE	03/04/2025	Regular	0.00	5,428.06	101177
509	VESTIS GROUP	03/04/2025	Regular	0.00	104.41	101178
1137	WALTER E NELSON OF WEST WASHINGTON	03/04/2025	Regular	0.00	210.83	101179
145	WSTA	03/04/2025	Regular	0.00	175.00	101180
344	XEROX CORPORATION	03/04/2025	Regular	0.00	299.61	101181
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	03/06/2025	Regular	0.00	170.77	101182
1143	DOBBS HEAVY DUTY HOLDINGS LLC	03/05/2025	Regular	0.00	349.42	101183
307	FERRELLGAS LP	03/05/2025	Regular	0.00	2,516.82	101184
305	GILLIG LLC	03/05/2025	Regular	0.00	263.22	101185
1224	KBT DISTRIBUTING LLC	03/05/2025	Regular	0.00	27,757.04	101186

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
541	LUMINATOR TECHNOLOGY GROUP, INC	03/05/2025	Regular	0.00	394.16	101187
751	MUNCIE RECLAMATION & SUPPLY	03/05/2025	Regular	0.00	1,861.58	101188
874	NORTHWEST PLASTICS, INC.	03/05/2025	Regular	0.00	544.50	101189
664	ROMAINE ELECTRIC CORP.	03/05/2025	Regular	0.00	353.93	101190
1150	AMAZON CAPITAL SERVICES	03/11/2025	Regular	0.00	198.98	101191
1164	BRETT A ROMANO	03/11/2025	Regular	0.00	517.28	101192
1081	CINTAS CORP NO 2	03/11/2025	Regular	0.00	152.28	101193
1066	CINTAS CORPORATION NO 3	03/11/2025	Regular	0.00	271.97	101194
031	CITY OF PORT ANGELES	03/11/2025	Regular	0.00	7,364.01	101195
435	GALLS PARENT HOLDINGS LLC	03/11/2025	Regular	0.00	188.71	101196
237	OLYMPIC DM DISPOSAL	03/11/2025	Regular	0.00	129.43	101197
096	OLYMPIC PRINTERS, INC.	03/11/2025	Regular	0.00	77.32	101198
1052A	OneBridge Benefits	03/11/2025	Regular	0.00	150.00	101199
1239	Security Service Northwest, Inc.	03/11/2025	Regular	0.00	1,485.00	101200
1046	UNITE GPS LLC	03/11/2025	Regular	0.00	3,441.00	101201
509	VESTIS GROUP	03/11/2025	Regular	0.00	105.27	101202
746	WEST WASTE & RECYCLING, INC.	03/11/2025	Regular	0.00	120.00	101203
287	BAXTER AUTO PARTS	03/12/2025	Regular	0.00	140.21	101204
307	FERRELLGAS LP	03/12/2025	Regular	0.00	4,164.01	101205
305	GILLIG LLC	03/12/2025	Regular	0.00	33.94	101206
1128	NFI PARTS	03/12/2025	Regular	0.00	3,520.40	101207
221	RACE STREET AUTO PARTS-NAPA	03/12/2025	Regular	0.00	1,775.41	101208
664	ROMAINE ELECTRIC CORP.	03/12/2025	Regular	0.00	1,529.75	101209
1088	ROUSH CLEAN TECH LLC	03/12/2025	Regular	0.00	837.71	101210
			Total Regular:	**0.00**	**405,750.69**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
303	WA DRS - DEPT OF RETIREMENT SRVCS	02/20/2025	Bank Draft	0.00	42,814.08	DFT0000378
858	EFTPS - 941 DEPOSITS	02/20/2025	Bank Draft	0.00	64,757.78	DFT0000381
			Total Bank Draft:	**0.00**	**107,571.86**	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	265	125	0.00	424,984.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	20	0.00	-19,233.31
Bank Drafts	6	6	0.00	215,297.53
EFT's	54	20	0.00	253,901.33
	325	**171**	**0.00**	**874,949.55**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	265	125	0.00	424,984.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	20	0.00	-19,233.31
Bank Drafts	6	6	0.00	215,297.53
EFT's	54	20	0.00	253,901.33
	325	**171**	**0.00**	**874,949.55**

Fund Summary

Fund	Name	Period	Amount
100	General Fund	2/2025	236,769.52
100	General Fund	3/2025	638,180.03
			874,949.55

BOARD MEETING MINUTES

Wednesday, February 19, 2025
Regular Meeting

In-person Meeting:
830 West Lauridsen Blvd., Port Angeles
Virtual: 858 1027 6869

BOARD MEMBERS PRESENT: Mark Ozias, Clallam County; Mike French, Clallam County; Brendan Meyer, City of Port Angeles; Lindsey Schromen-Wawrin, City of Port Angeles; Rachel Anderson, City of Sequim; and Rick Burton, ATU Local 587 Representative (non-voting)

STAFF PRESENT: Jim Fetzer, General Manager; Jason McNickle, Operations Manager; Barb Cox, Human Resources Manager/Clerk to the Board; Cherie Huxtable, Finance Manager; Gary Abrams, Maintenance Manager; and Hayley Grall/Deputy Clerk to the Board

1. **CALL TO ORDER**
   French called the in-person and virtual meeting to order at 10:01 a.m., with 5 voting members present. ***Quorum met.***

2. **ROLL CALL**
   Jeff Gingell, City of Forks and Clint Wood, City of Forks were absent.

3. **PUBLIC COMMENT**
   None.

4. **PRESENTATION**
   None.

5. **CONSENT AGENDA**
   A. **Factsheet 2025-007: Consent Agenda – Motion No. M3:2025**
      1) **Payment Listing** – January 9, 2025, through February 12, 2025.
      2) **Board Meeting Minutes** – January 15, 2025.

      FINAL ACTION: Ozias moved *to approve the consent agenda.* ***Motion passed 5-0.***

6. **ACTION ITEMS**
   A. **Factsheet 2025-008: Transit Driver Appreciation Day – Proclamation No. P1:2025**
      Annual tradition to recognize and appreciate CTS public transit operators.

      FINAL ACTION: Ozias moved *to approve CTS Proclamation P1:2025 proclaiming March 18, 2025, as Transit Driver Appreciation Day in Clallam County.* ***Motion passed 5-0.***

   B. **Factsheet 2024-009 – Remix by Via Contract – Motion No. M4:2025**
      New fixed-route scheduling software proposal. Overview of products, benefits, and implementation strategy discussed.

      FINAL ACTION: Schromen-Wawrin moved *to authorize by CTS Motion No. M4:2025, to execute the Remix by Via contract to include a procurement spending authority up to $150,000 for a three-year period, as presented.* ***Motion passed 5-0.***

   C. **Factsheet 2025-010 – Board Committee Appointments – Motion No. M5:2025**
      Nominations as presented striking Downer.
      - Administration and Finance Committee: French, Wood, Anderson, and Meyer nominated.
      - Operations and Maintenance Committee: Ozias, Gingell, ~~Downer~~, Schromen-Wawrin nominated.
      - Peninsula Regional Transportation Planning Organization (PRTPO): Meyer, Fetzer (1st alternate), and Schromen-Wawrin (2nd alternate) nominated.

AMENDED FINAL ACTION: Schromen-Wawrin moved** by amended motion M5:2025, to appoint the 2025 members of the CTS Operations and Maintenance Committee, the CTS Administration and Finance Committee striking Kathy Downer, and the PRTPO representatives, as presented. **Motion passed 5-0.

D. Factsheet 2025-011 – General Manager Mid-year Informal Review – Motion No. M6:2025
Optional general manager mid-year informal review to occur in March as elected.

FINAL ACTION: Ozias moved** to approve by motion M6:2025 to conduct an informal performance review discussion of the CTS general manager in March at the scheduled board meeting. **Motion passed 5-0.

Meyer left the meeting at 10:23 a.m. after action items were completed.

7. INFORMATIONAL ITEMS

A. Executive Report

- **Tyler Technologies:** Thanked staff for their hard work during implementation.
- **Maintenance software**: Avail replacement proposals to be presented to the board for authorization.
- **Interlocal Park and Ride project:** Site study to be completed by the end of June.
- **Behavioral Health Summit:** Attending with transit agencies to discuss regional transportation options.
- **Holiday party:** Held in January over holiday weekend and was well attended.
- **Low and No Grant:** Federal funding uncertain. Plan to apply if program continues.
- **State budget:** Shortfall may impact transit funding. Monitoring to continue.
- **Diversity, Equity, and Inclusion (DEI) programs**: Impact unknown. Monitoring to continue.
- **Interview:** College professor interviewed CTS due to success during statewide operator shortages and other challenges. Interviews to be conducted on CDL process and report based on their findings will go legislature.

B. Factsheet 2025-012: Operations Department Report: Report overview provided. Exclusions discussed. Strongest ridership in the past 10 years. Rider data requested by Board.

C. Factsheet 2025-013: Finance Department Report: Report overview provided. Propane credits and investments discussed.

D. Maintenance Department Report

- **Clallam Connect:** New vehicles being prepared for service.
- **Interlink:** Three of six new vehicles are in service with updated decal design.
- **Fleet:** In good shape with 2/3 of fleet replaced in the past three years. Future replacement schedule planning and considerations discussed.
- **Software:** Maintenance software replacement bids in process.
- **Weather:** Snow days uneventful.

E. Factsheet 2025-014: Administrative Services Department Report: Report overview provided.

8. BOARD OPEN DISCUSSION

- Washington State Department of Transportation (WSDOT) roadwork notifications, impacts, and considerations discussed.
- Administration & Finance committee meeting proposed to conduct strategic planning based on potential funding impacts.
- Resource officer availability and opportunities for improvement discussed. Gateway and parking garage issues have decreased with upgraded camera system and increased security presence.

9. MEETING ADJOURNMENT

Next board meeting, March 19, 2025, at 10:00 a.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 11:04 a.m.

Mark Ozias, Chairperson

Hayley Grall, Deputy Clerk to the Board

DONALD TRAUTMAN RETIREMENT
RESOLUTION NO. R3:2025

A resolution of the Board of Clallam Transit System for the purpose of honoring Fixed-route Transit Operator and Instructor Donald Trautman for his years of service upon his retirement.

Whereas, Donald (Don) Trautman, Fixed-route Transit Operator and Instructor, will retire effective June 1, 2025 with his last day worked on April 4, 2025. He has provided more than 15 years of commendable service to the public transportation benefit area of Clallam County (Clallam Transit System); and

Whereas, Don began his career as a transit operator on January 10, 2010; and

Whereas, throughout his career, Don has made contributions outside of his position to include being an active member of the Clallam Transit System Accident Review Board and has also served on the Run Cut, Service Review, and Safety Committees throughout the years; and

Whereas, Don has been instrumental in training fixed-route operators in his role as an instructor since 2014. He has been a leader, mentor, and a valuable resource for all operations employees; and

Whereas, Don has been selected and honored as the 2018 employee of the year. He has also been selected as employee of the quarter in 2017 and 2022 with numerous nominations through his career; and

Whereas, Don has received many commendations during his career in recognition of his expertise, professionalism, and helpfulness. He has also earned many safety awards along the way; and

Now, therefore be it resolved that the Board of Clallam Transit System (Board) takes great pleasure in recognizing the contributions of Donald Trautman, and herewith expresses its sincerest gratitude for the invaluable service he has provided to the people of Clallam County and Clallam Transit System.

Be it further resolved that the Board extends its congratulations on Don's well-earned retirement, and best wishes for continued success, happiness, and health in the years to come.

Passed and adopted by the Board at a regular meeting thereof this 19th day of March 2025.

_____

Mark Ozias, Board Chairperson

Approved as to content:

_____

James I. Fetzer, General manager

Attest:

_____

Barb Cox, Clerk to the Board

Title: 2025 Operating Budget Amendment No. 1
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-016
Date: March 19, 2025

Background
Each year, Clallam Transit System (CTS) adopts an annual operating budget which becomes effective January 1 of the following year, periodically revises the operating budget, and modifies the continuing capital and projects budget.

RCW 36.57A.080 states that the laws of the State of Washington provide the ability and power to the Board of Clallam Transit System (Board) to create and amend an annual budget covering the programs and activities of Clallam Transit System.

A public hearing was held on December 18, 2024, to present the 2025 Operating Budget and updating the Capital/Grant Budget. On December 18, 2024, the 2025 Operating Budget and Capital/Grant Budget was approved by Resolution No. R13:2024.

In accordance with the CTS *Budget Development Policy,* 3.B. "The CTS Board will adopt original budgets in the form of a resolution. Subsequent amendments may be adopted by motion."

Discussion
The 2025 Operating Budget will be amended to update the following expenditures:

- Add $80,600 to wages to add a fleet maintenance technician, adjust for the upward reclassification of the application and software technician position, and an additional allowance to instructor wages
- Add $200,209 to benefits for the additional fleet maintenance technician, leave cash outs for pending retirements, and to adjust an error made in the original budget for payroll taxes
- Add $3,000 for additional text alert software

The proposed changes above increase the total expenditures for the operating budget by $283,809, bringing the total to $16,544,982.

Recommended Action
Move to approve by CTS Motion No. M8:2025, to adopt the amended 2025 Operating Budget authorizing and appropriating total expenditures of $16,544,982.

Attachment
Operating Forecast

Passed and adopted by the Board at a regular meeting by CTS Motion No. M8:2025 thereof this 19th day of March 2025.

Mark Ozias, Board Chairperson

Approved as to Content:

James I. Fetzer, General Manager

Attest:

Barb Cox, Clerk to the Board

Operating Budget Forecast

As of March 5, 2025

	2022 Actual	2023 Actual	2024 Actual	2025 Original	2025 Amended	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
Fares	692,516	772,752	341,053	306,500	306,500	314,163	322,017	330,067	336,668
Sales Tax	11,702,949	11,947,238	12,208,884	12,166,345	12,166,345	12,409,672	12,657,865	12,911,023	13,169,243
Grants	4,746,446	5,419,908	2,033,301	2,325,000	2,325,000	2,383,125	2,442,703	2,503,771	2,553,846
Interest & Other	475,706	1,609,210	1,841,918	1,003,450	1,003,450	1,028,536	1,054,250	1,080,606	1,102,218
Total Revenues	**17,617,617**	**19,749,107**	**16,425,156**	**15,801,295**	**15,801,295**	**16,135,496**	**16,476,835**	**16,825,466**	**17,161,976**
Wages	5,777,437	6,184,029	6,883,427	7,760,350	7,840,950	8,154,588	8,342,144	8,508,986	8,679,166
Benefits	3,238,973	3,188,987	3,466,314	3,875,141	4,075,350	4,238,364	4,335,846	4,422,563	4,511,015
Supplies	1,587,190	1,558,578	1,501,817	1,947,900	1,947,900	1,996,598	2,042,519	2,083,370	2,125,037
Services	1,260,945	1,552,721	1,685,831	1,915,850	1,918,850	1,966,821	2,012,058	2,052,299	2,093,345
Add to Capital Reserve	1,800,584	2,579,853	1,261,932	761,932	761,932	761,932	761,932	761,932	761,932
Total Expenditures	**13,665,129**	**15,064,168**	**14,799,321**	**16,261,173**	**16,544,982**	**17,118,303**	**17,494,499**	**17,829,151**	**18,170,495**
Revenues less Expenditures	**3,952,488**	**4,684,939**	**1,625,835**	**(459,878)**	**(743,687)**	**(982,807)**	**(1,017,665)**	**(1,003,684)**	**(1,008,519)**
Operating Reserve									
Beginning Reserve	13,283,095	17,235,583	21,920,522	23,223,606	23,546,357	22,802,670	21,819,863	20,802,199	19,798,514
Revenues	17,617,617	19,749,107	16,425,156	15,801,295	15,801,295	16,135,496	16,476,835	16,825,466	17,161,976
Expenditures	(13,665,129)	(15,064,168)	(14,799,321)	(16,261,173)	(16,544,982)	(17,118,303)	(17,494,499)	(17,829,151)	(18,170,495)
Ending Reserve	**17,235,583**	**21,920,522**	**23,546,357**	**22,763,728**	**22,802,670**	**21,819,863**	**20,802,199**	**19,798,514**	**18,789,995**

Operating Expenses by Division

	2022 Actual	2023 Actual	2024 Actual	2025 Original	2025 Amended	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
Operations Administration	979,442	891,419	936,808	1,010,650	1,110,800	1,154,058	1,180,602	1,204,214	1,228,298
Fixed Route Operations	4,777,811	4,971,862	5,178,653	6,265,700	6,334,900	6,573,775	6,724,971	6,859,471	6,996,660
Rideshare	134,689	188,092	179,968	221,971	226,550	232,762	238,116	242,878	247,735
Paratransit Operations	1,887,643	2,010,552	2,396,075	2,522,400	2,561,200	2,659,028	2,720,186	2,774,589	2,830,081
Facility Maintenance	811,767	886,763	1,001,338	1,155,750	1,187,950	1,227,911	1,256,153	1,281,276	1,306,902
Maintenance Administration	437,295	440,317	599,165	676,600	606,200	629,350	643,825	656,702	669,836
Fixed Route Maintenance	1,114,721	1,027,374	1,175,705	1,367,520	1,476,800	1,527,456	1,562,588	1,593,839	1,625,716
CTS Administration	1,721,177	2,067,936	2,069,678	2,278,650	2,278,650	2,352,031	2,406,127	2,454,250	2,503,335
	11,864,545	**12,484,315**	**13,537,389**	**15,499,241**	**15,783,050**	**16,356,371**	**16,732,567**	**17,067,219**	**17,408,563**

Title: TransTrack Solutions Group Contract
Submitted By: Gary Abrams, Maintenance Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-021
Date: March 19, 2025

Background
Clallam Transit System (CTS) is seeking new maintenance department software program. As part of the procurement process, we issued a Request for Quotes (RFQ) to gather qualified proposals. After careful consideration, we received three strong submissions from Avail, Limbo, and TransTrack.

Discussion
After reviewing all proposals and listening to their presentations, we have decided to move forward with TransTrack. The following TransTrack key factors influenced our decision:

1. **Integration:** Includes an in-house integration with a representative onsite for implementation.
2. **Cost:** The pricing proposal was significantly more affordable than Limbo and Avail. This proposal is $27,000 for the first year and an initial implementation cost of $80,000.
3. **Knowledge:** This software is specifically made for transit enterprise asset management (EAM).

In comparison, Limbo's proposal for the first year was $50,000 with an initial one-time expense of $60,000 for implementation. Avail's proposal for the first year was $50,546.

All three proposals offer an improved maintenance EAM from our current Tyler Technologies system. However, after thorough deliberation, we have concluded that TransTrack will provide the better overall solution for CTS.

To account for any applicable taxes, fees, and optional packages, I am requesting a procurement authority for up to $130,000 for the first year with a projected cost of $30,000 for the next year.

Recommended Action
Move to authorize by CTS Motion No. M9:2025, to execute the TransTrack Solutions Group contract to include a procurement spending authority up to $130,000 for the first year which includes implementation as presented.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M9:2025 thereof this 19th day of March 2025.

_____
Mark Ozias, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Title: 2025-2030 Transit Development Plan
Submitted By: James I. Fetzer, General Manager
Authorized By: N/A

Factsheet: 2025-017
Date: March 19, 2025

Background

Clallam Transit System (CTS) is required to adopt an updated CTS Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation (WSDOT) by September 1st of each year in accordance with RCW 47.04.280. The document supports local comprehensive planning and economic objectives within Clallam County, CTS, and the Peninsula Regional Transportation Organization. The current 2024 TDP represents current and future year periods out to 2029. It is time for staff to begin work of the 2025 TDP which is due to WSDOT by September 1, 2025.

Consistent with the CTS Board Planning Cycle, review of the current TDP is targeted to occur in March in preparation for strategic planning. This includes introduction and consideration of larger scale projects or concepts reflecting proposed long-range priorities, capital improvements, and significant operational changes.

Accomplishments this last year include the following.

- Implemented zero-fare system on fixed-route and paratransit services.
- Implemented new financial planning software.
- Installed a new phone system.
- Purchased and placed into service new rideshare, paratransit, fixed route, and microtransit vehicles.
- Began work with Jefferson Transit Authority for the development of a park and ride at the Olympic Gateway Visitors Center.
- Received the Safety Star Award from the Washington State Transit Insurance Pool.
- New branding on the paratransit and micro-transit fleet.
- Operations improved fixed-route operating efficiency by minimizing interlining and reducing excessive route recovery time. This change was quite effective in reducing service disruptions during inclement weather and road construction.
- Procured new fixed route planning and run cutting software.
- Implementing a program that will send text message to customers regarding service changes and delays.
- Upgraded paratransit scheduling software including a major upgrade to the base map system.
- The Sequim Transit and Forks Transit Centers were repainted. The administrative facility repainting is underway.
- Installed a new security system at all CTS facilities.
- Installed an upgraded surveillance high-definition camera system at all CTS facilities.
- Secured security service at the Gateway Transit Center.
- Implemented the new bargaining agreement.
- Implemented new payroll and human resources software system at CTS.

Discussion

The leadership team has identified a few points for discussion as we begin the future planning process in the development of the 2025 to 2030 TDP, as follows:

- Implementation of the comprehensive operational analysis (COA) route improvements.
- Facility needs.
- Diesel fuel tank replacement.
- Technology improvements.
- Fleet replacement.
- Strategies to maintain a strong financial position for the agency.

Orig: CTS Transit Development Plan File
cc: Board Meeting

It is recommended that the CTS Board review the current TDP and prepare for open discussion at the April 16, 2025, CTS Board meeting. The CTS Board may elect to schedule a Maintenance and Operations Committee meeting.

Recommended Action
None.

Reference
https://www.clallamtransit.com/transitdevelopmentplan

Title: March Operations Report
Submitted By: Jason McNickle, Operations Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-018
Date: March 19, 2025

Background

The Clallam Transit System (CTS) provides operational data to inform the board of ridership trends, service performance, vehicle accidents, passenger exclusions, mobile ticketing, and bus tracking statistics for the prior month.

Discussion

Fixed-Route: In February 2025, monthly fixed-route ridership increased by 3.95% compared to the same month in 2024. CTS provided 61,875 passenger trips in February, which is 2,351 more riders than in February 2024. The CTS Fixed-Route Ridership Statistics and the CTS Route Efficiency Report provide charted data reflecting fixed-route ridership and route performance.

Interlink Micro-transit Service: Customer feedback for Interlink services continues to be positive. Passengers rate the quality of the service after each trip on a scale of 1 to 5, with 5 being the best possible experience. For February 2025, customers provided an average rating of 4.90 for trip quality in Sequim and 4.96 for Forks.

Monthly ridership for Forks Interlink increased by 45.11% in February compared to the same month in 2024, while Sequim Interlink ridership increased by 21.61%.

Paratransit: February 2025 monthly ridership for Paratransit services decreased by 0.18% compared to February 2024. The following tables summarize the key metrics for Clallam Connect service over the past months:

Measure	February 2025	February 2024	YTD 2025	YTD 2024	
Boardings	3,810	3,817	7,930	7,482	
On-Time Performance	97.76%	94.24%	97.79%	93.87%	*higher is better*
No-Shows	6.88%	7.52%	6.53%	8.51%	*lower is better*
Same-Day Cancellations	8.14%	3.25%	6.58%	3.89%	*lower is better*
Newly Approved Applicants	83	60	157	120	

Vehicle Accidents and Incidents: In February, there were two reportable accidents involving Clallam Transit vehicles. A Rideshare van backed into another vehicle. There were no injuries, and the damage was minor. The second accident involved a faulty garage door that came down on a bus. There was no damage to the bus, but garage door was damaged.

Exclusions: There were no exclusions in February 2025.

Mobile Ticketing Program (Token Transit): Strait Shot / Hurricane Ridge Tickets & Sales			
Month	**Unique Users**	**Passes/Tickets**	**Gross Sales**
February 2025	209	375	$3,515
January 2025	209	370	$3,405
December 2024	268	477	$4,485
November 2024	238	413	$3,900
October 2024	266	483	$4,575
September 2024	295	554	$5,033
August 2024	460	1,061	$6,869.50
July 2024	425	1,018	$5,979
June 2024	347	737	$5,070
May 2024	281	561	$4,980
April 2024	215	349	$3,250
March 2024	236	462	$4,450
February 2024	181	298	$2,775

Token Transit Sales Breakdown for December			
Type of Fare	**Fare type totals**	**Fare amounts**	**Passengers**
Regular Strait Shot Fare	$3,280.00	$10.00	328
Reduced Strait Shot Fare	$235.00	$5.00	47
Gross Sales	**$3,515.00**		

Operations Update: CTS is in the process of entering a contract agreement to implement new Fixed-Route Scheduling Software. CTS is also looking to implement software that would allow for website and text alerts for passengers.

Recommended Action
None.

Attachments
CTS Fixed-Route Ridership Statistics
Route Efficiency Report

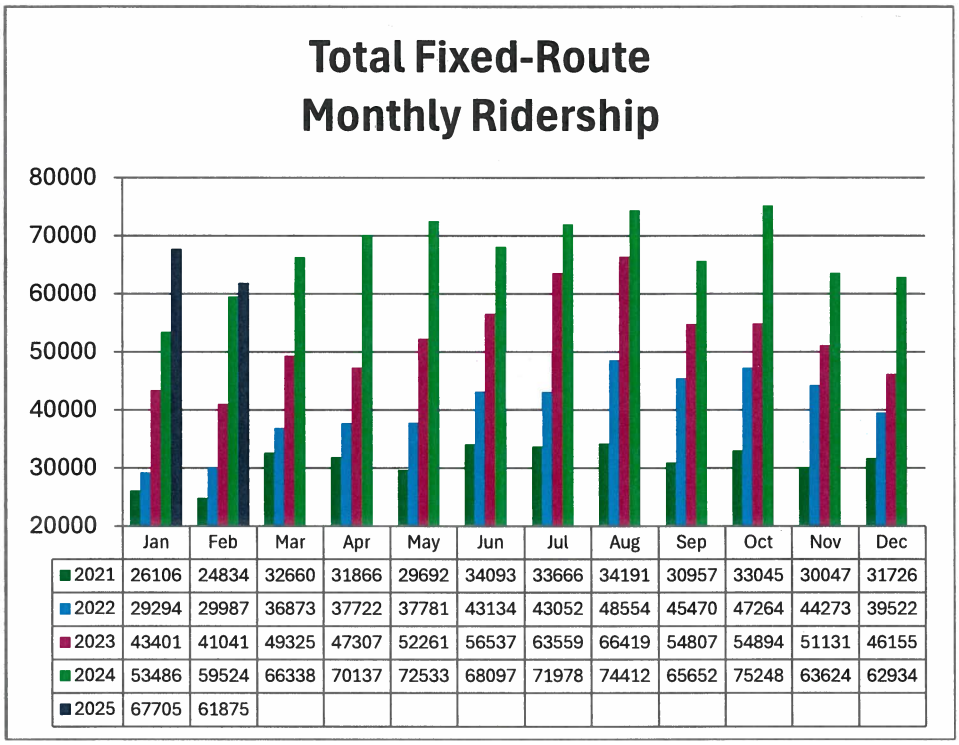
Orig: Operations Monthly Report File
cc: March 2025 Board Meeting

February 2025 CTS Route Efficiency Report

Efficiency Ranking	Route	Boardings	Rev Hours	Avg. Passengers per hour per route
1	22 – Lincoln/Peabody	9,259	253.56	36.516
2	26 – West Side	10,574	300.62	35.174
3	24 – Cherry Hill	7,977	291.46	27.369
4	20 – College/Medical	6,576	311.32	21.123
5	30 – Commuter	17,225	899.16	19.157
6	10 – Joyce	1,422	177.79	7.998
7	50 – Jamestown	312	42.56	7.331
8	14 – Forks	3,329	580.21	5.738
9	15 – La Push	403	75.60	5.331
10	Forks Interlink	1,010	201.57	5.011
11	Sequim Interlink	1,210	266.63	4.538
12	52 – Diamond Point	274	64.98	4.217
13	123 – The Strait Shot	1,373	366.56	3.746
14	16 – Neah Bay	931	264.16	3.524
15	ONP	0	0.00	0.000

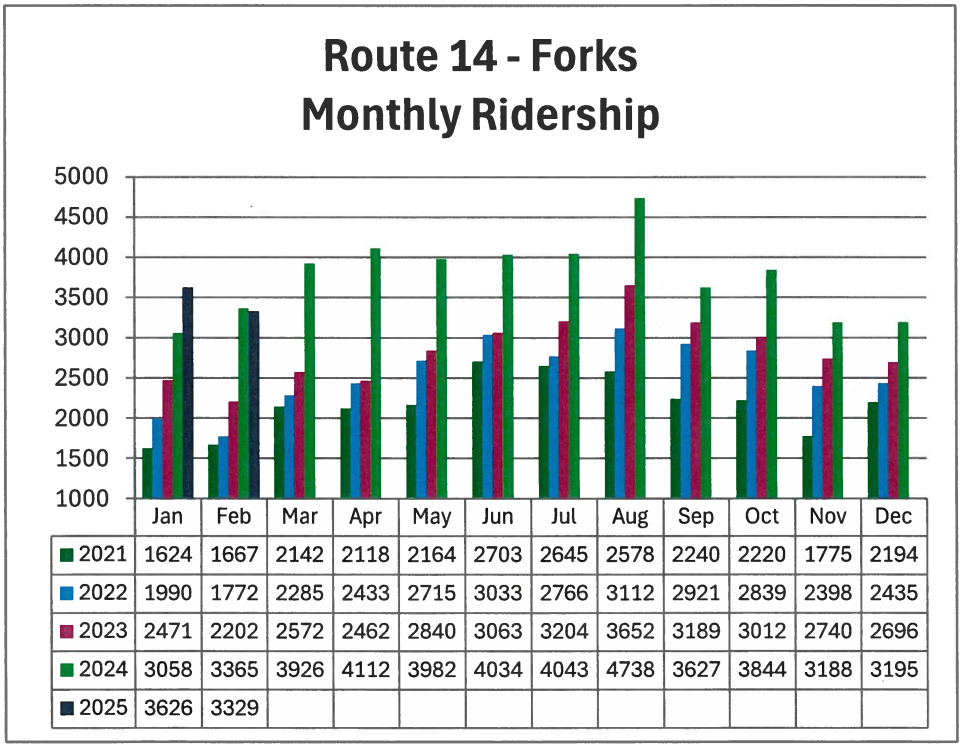
CTS Fixed-Route Ridership Statistics February 2025

Total Fixed-Route Monthly Ridership



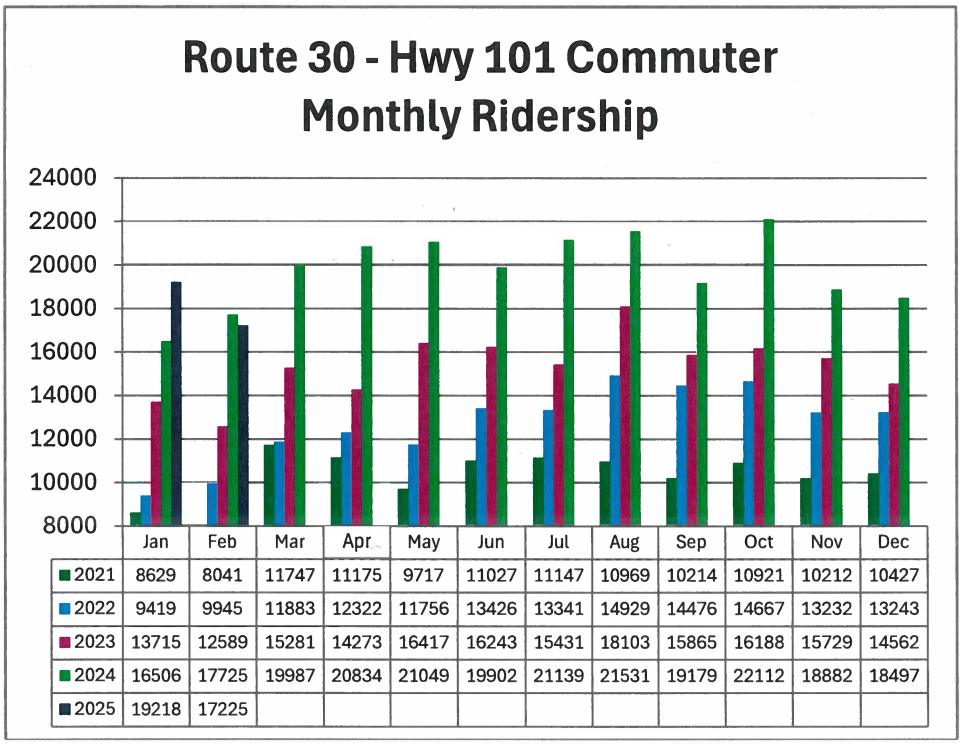
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	26106	24834	32660	31866	29692	34093	33666	34191	30957	33045	30047	31726
2022	29294	29987	36873	37722	37781	43134	43052	48554	45470	47264	44273	39522
2023	43401	41041	49325	47307	52261	56537	63559	66419	54807	54894	51131	46155
2024	53486	59524	66338	70137	72533	68097	71978	74412	65652	75248	63624	62934
2025	67705	61875										

InterCity Routes (14, 30, 123)



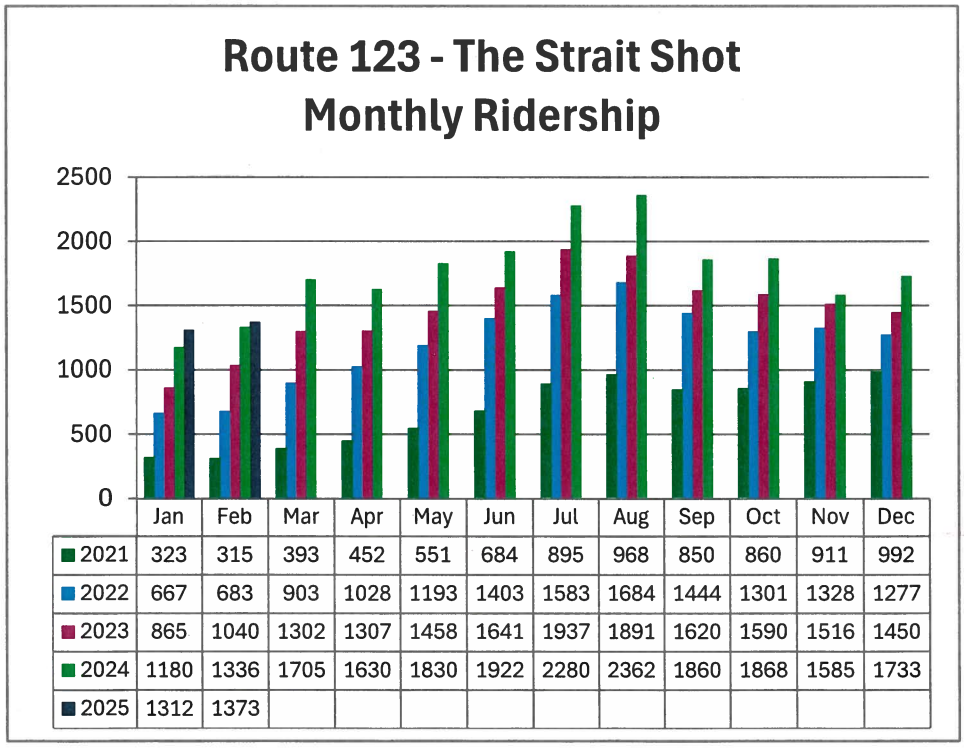
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	1624	1667	2142	2118	2164	2703	2645	2578	2240	2220	1775	2194
2022	1990	1772	2285	2433	2715	3033	2766	3112	2921	2839	2398	2435
2023	2471	2202	2572	2462	2840	3063	3204	3652	3189	3012	2740	2696
2024	3058	3365	3926	4112	3982	4034	4043	4738	3627	3844	3188	3195
2025	3626	3329										

InterCity Routes (14, 30, 123)



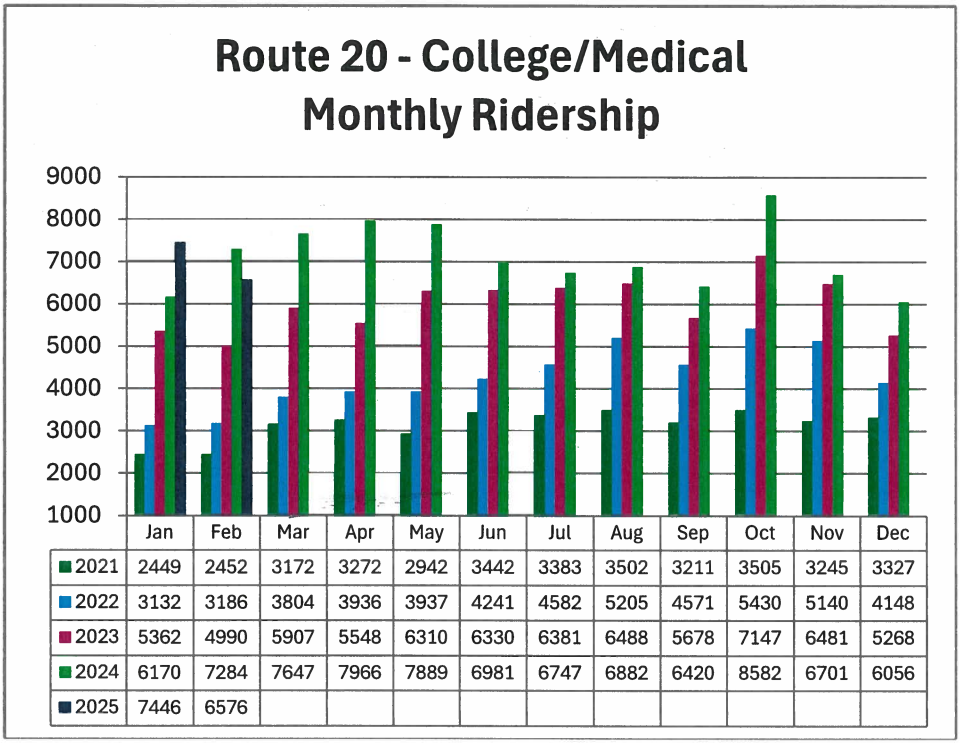
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	8629	8041	11747	11175	9717	11027	11147	10969	10214	10921	10212	10427
2022	9419	9945	11883	12322	11756	13426	13341	14929	14476	14667	13232	13243
2023	13715	12589	15281	14273	16417	16243	15431	18103	15865	16188	15729	14562
2024	16506	17725	19987	20834	21049	19902	21139	21531	19179	22112	18882	18497
2025	19218	17225										

InterCity Routes (14, 30, 123)



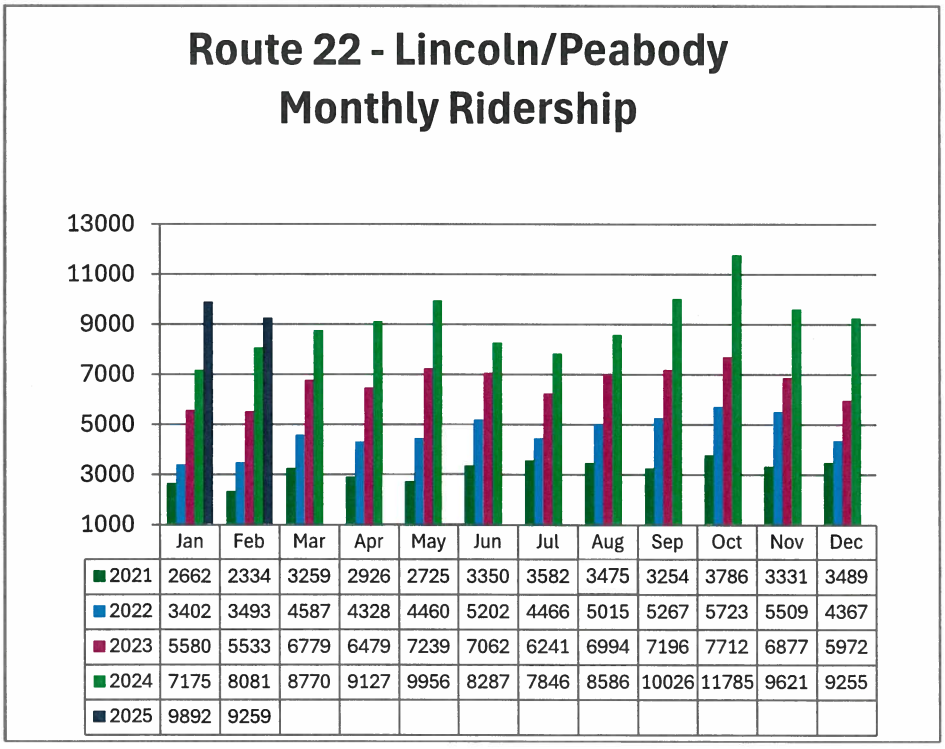
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	323	315	393	452	551	684	895	968	850	860	911	992
2022	667	683	903	1028	1193	1403	1583	1684	1444	1301	1328	1277
2023	865	1040	1302	1307	1458	1641	1937	1891	1620	1590	1516	1450
2024	1180	1336	1705	1630	1830	1922	2280	2362	1860	1868	1585	1733
2025	1312	1373										

Urban Routes (20, 22, 24, 26)



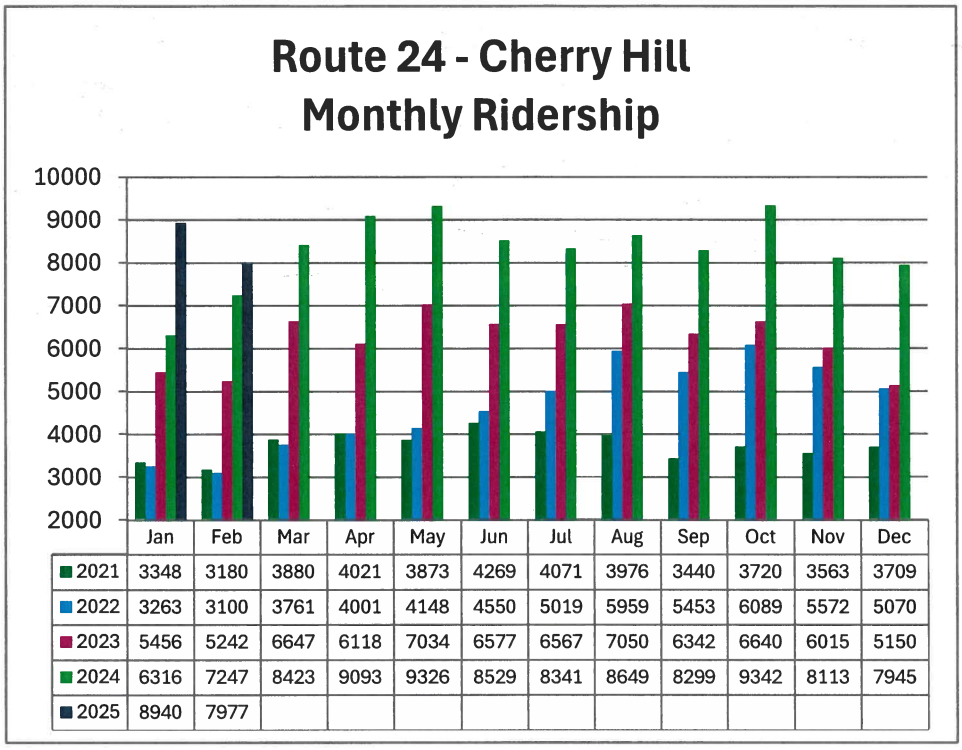
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	2449	2452	3172	3272	2942	3442	3383	3502	3211	3505	3245	3327
2022	3132	3186	3804	3936	3937	4241	4582	5205	4571	5430	5140	4148
2023	5362	4990	5907	5548	6310	6330	6381	6488	5678	7147	6481	5268
2024	6170	7284	7647	7966	7889	6981	6747	6882	6420	8582	6701	6056
2025	7446	6576										

Urban Routes (20, 22, 24, 26)



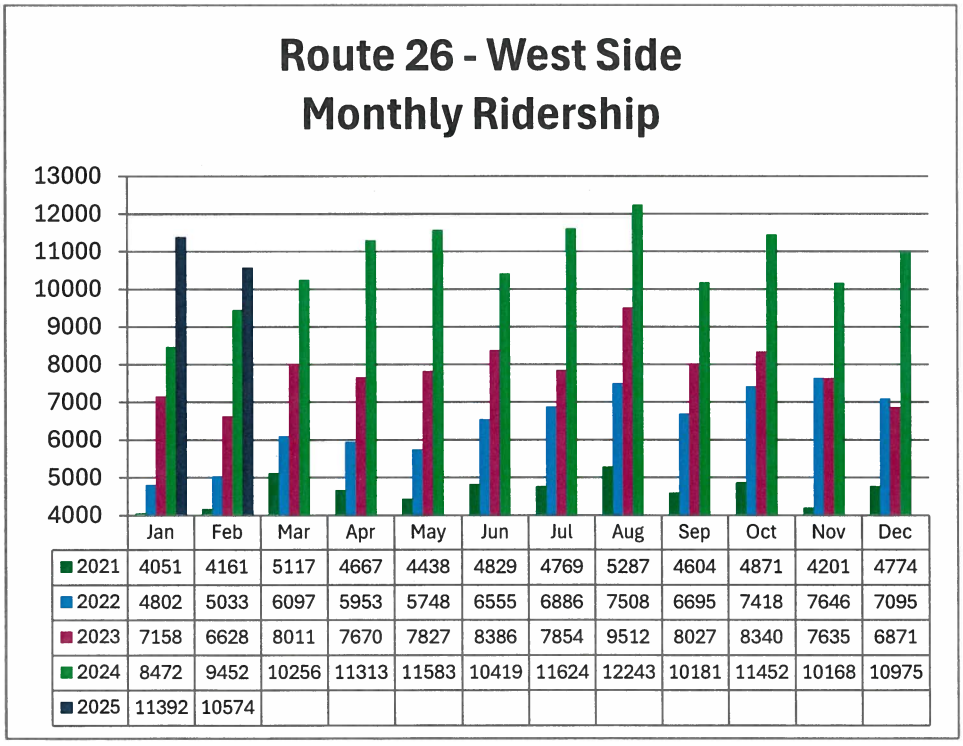
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	2662	2334	3259	2926	2725	3350	3582	3475	3254	3786	3331	3489
2022	3402	3493	4587	4328	4460	5202	4466	5015	5267	5723	5509	4367
2023	5580	5533	6779	6479	7239	7062	6241	6994	7196	7712	6877	5972
2024	7175	8081	8770	9127	9956	8287	7846	8586	10026	11785	9621	9255
2025	9892	9259										

Urban Routes (20, 22, 24, 26)



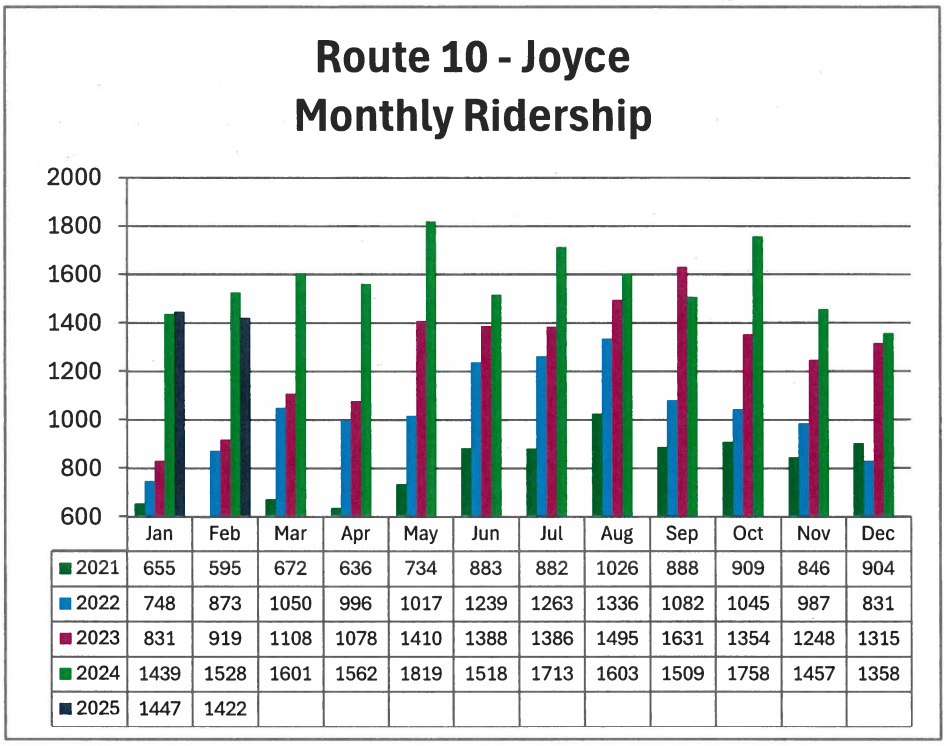
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	3348	3180	3880	4021	3873	4269	4071	3976	3440	3720	3563	3709
2022	3263	3100	3761	4001	4148	4550	5019	5959	5453	6089	5572	5070
2023	5456	5242	6647	6118	7034	6577	6567	7050	6342	6640	6015	5150
2024	6316	7247	8423	9093	9326	8529	8341	8649	8299	9342	8113	7945
2025	8940	7977										

Urban Routes (20, 22, 24, 26)



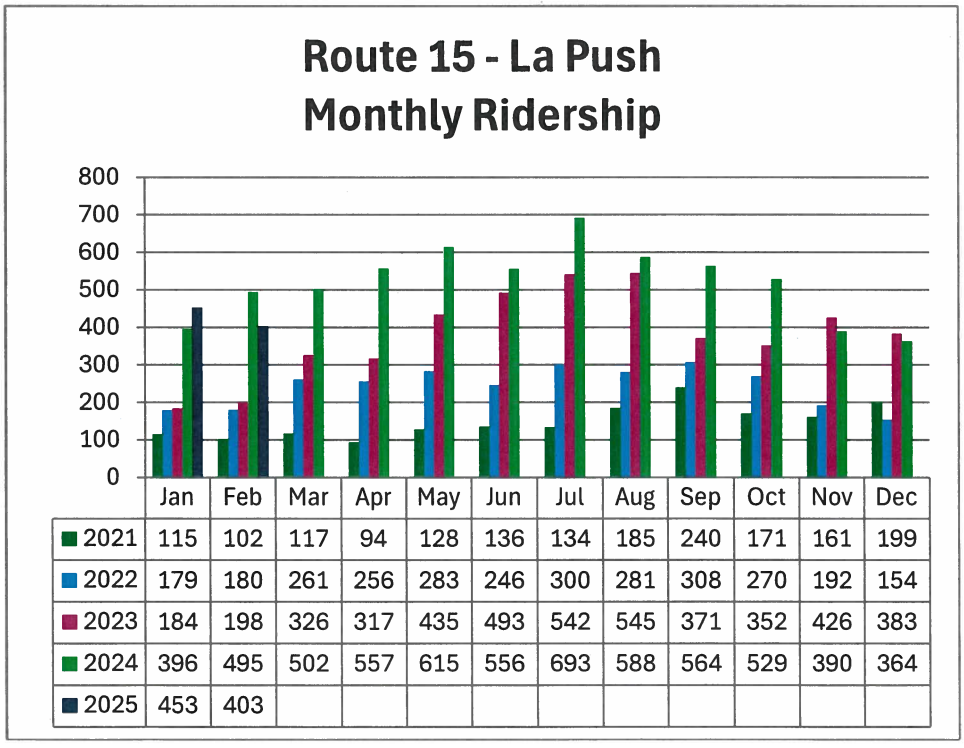
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	4051	4161	5117	4667	4438	4829	4769	5287	4604	4871	4201	4774
2022	4802	5033	6097	5953	5748	6555	6886	7508	6695	7418	7646	7095
2023	7158	6628	8011	7670	7827	8386	7854	9512	8027	8340	7635	6871
2024	8472	9452	10256	11313	11583	10419	11624	12243	10181	11452	10168	10975
2025	11392	10574										

Rural Routes (10, 15, 16, 50, 52)



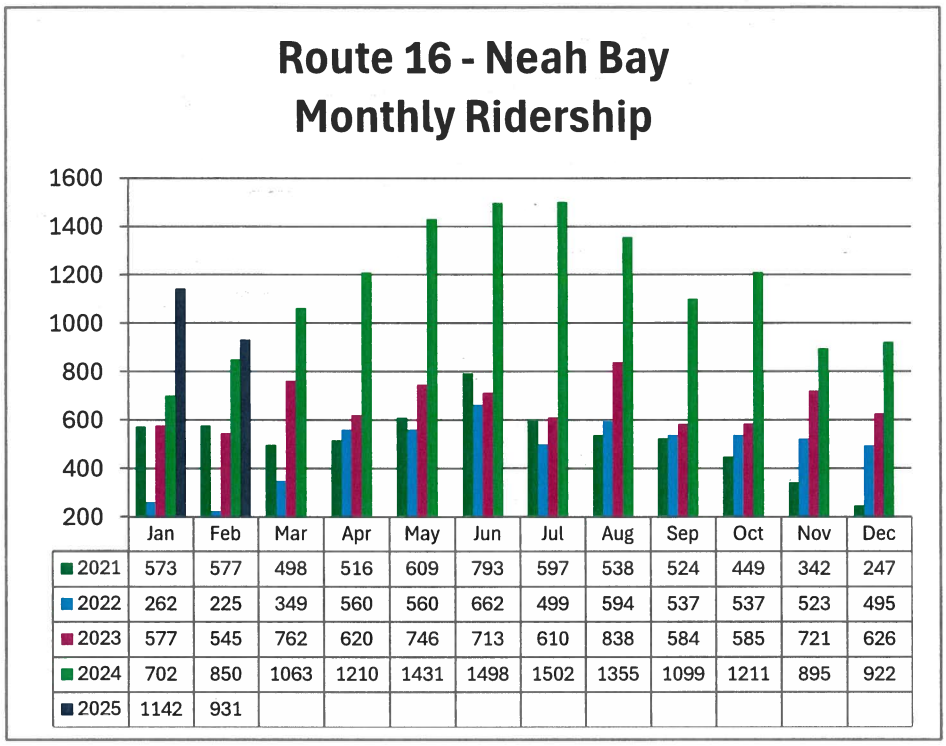
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	655	595	672	636	734	883	882	1026	888	909	846	904
2022	748	873	1050	996	1017	1239	1263	1336	1082	1045	987	831
2023	831	919	1108	1078	1410	1388	1386	1495	1631	1354	1248	1315
2024	1439	1528	1601	1562	1819	1518	1713	1603	1509	1758	1457	1358
2025	1447	1422										

Rural Routes (10, 15, 16, 50, 52)



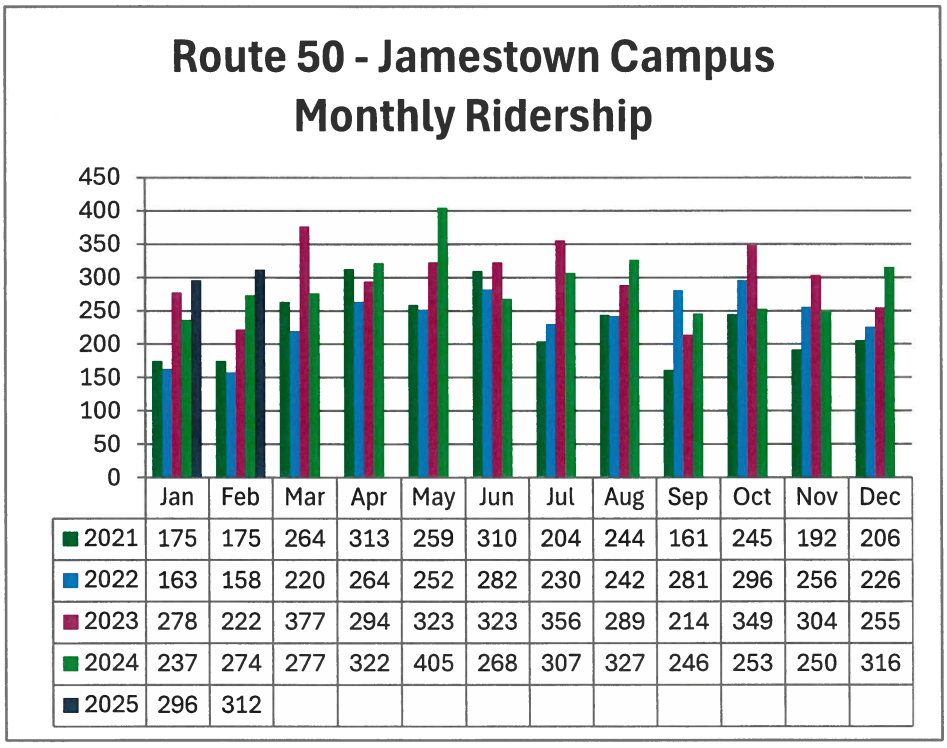
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	115	102	117	94	128	136	134	185	240	171	161	199
2022	179	180	261	256	283	246	300	281	308	270	192	154
2023	184	198	326	317	435	493	542	545	371	352	426	383
2024	396	495	502	557	615	556	693	588	564	529	390	364
2025	453	403										

Rural Routes (10, 15, 16, 50, 52)



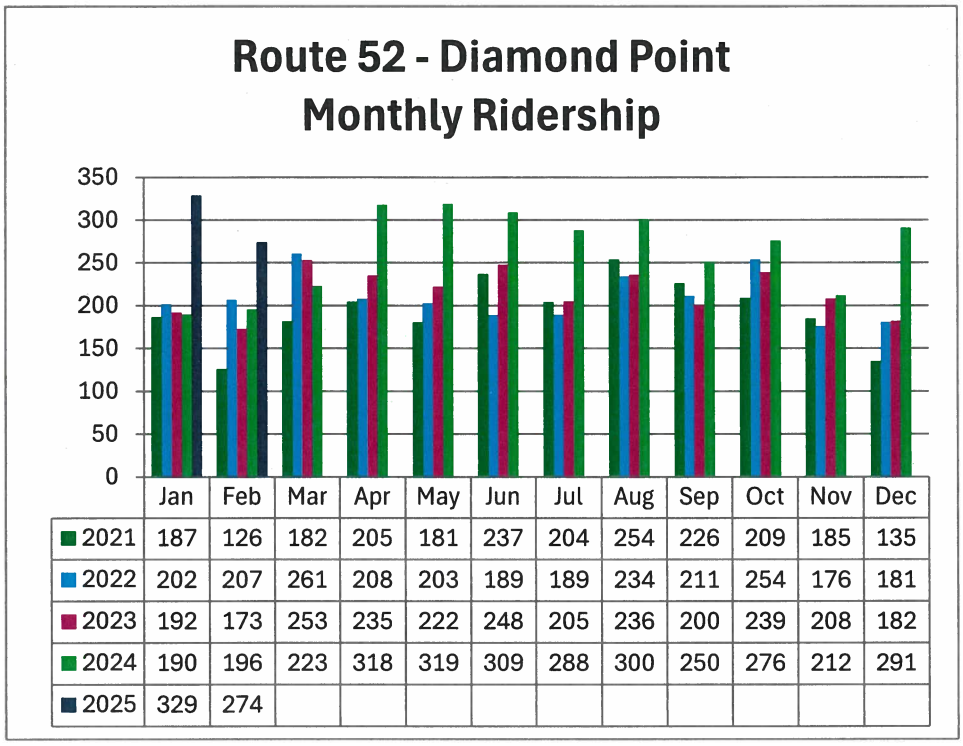
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	573	577	498	516	609	793	597	538	524	449	342	247
2022	262	225	349	560	560	662	499	594	537	537	523	495
2023	577	545	762	620	746	713	610	838	584	585	721	626
2024	702	850	1063	1210	1431	1498	1502	1355	1099	1211	895	922
2025	1142	931										

Rural Routes (10, 15, 16, 50, 52)



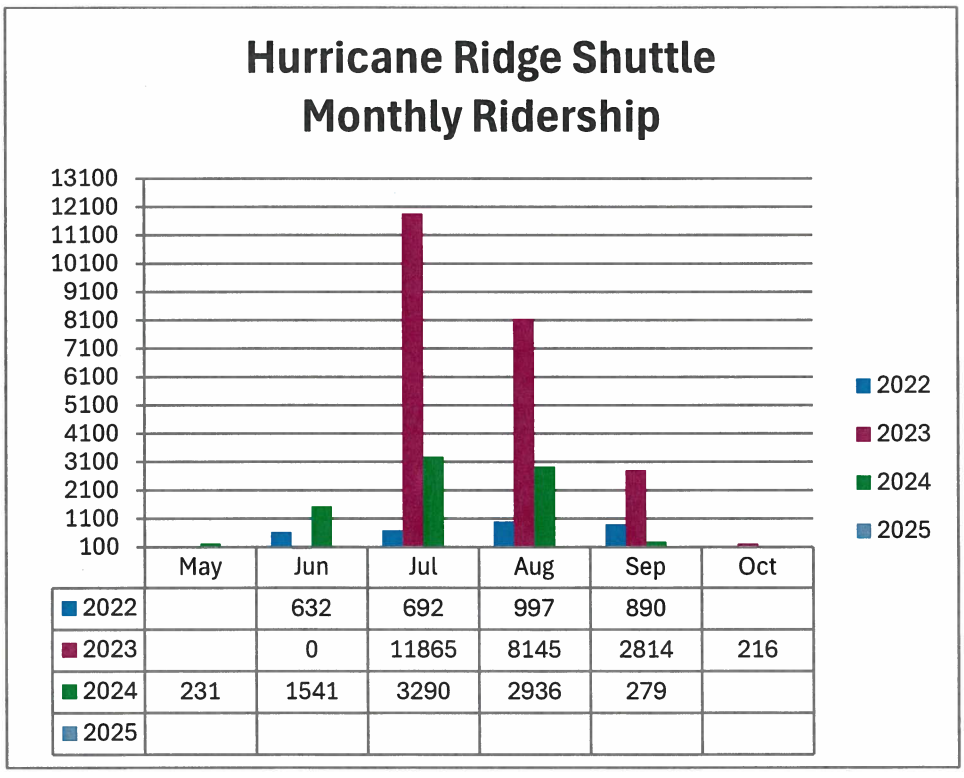
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	175	175	264	313	259	310	204	244	161	245	192	206
2022	163	158	220	264	252	282	230	242	281	296	256	226
2023	278	222	377	294	323	323	356	289	214	349	304	255
2024	237	274	277	322	405	268	307	327	246	253	250	316
2025	296	312										

Rural Routes (10, 15, 16, 50, 52)



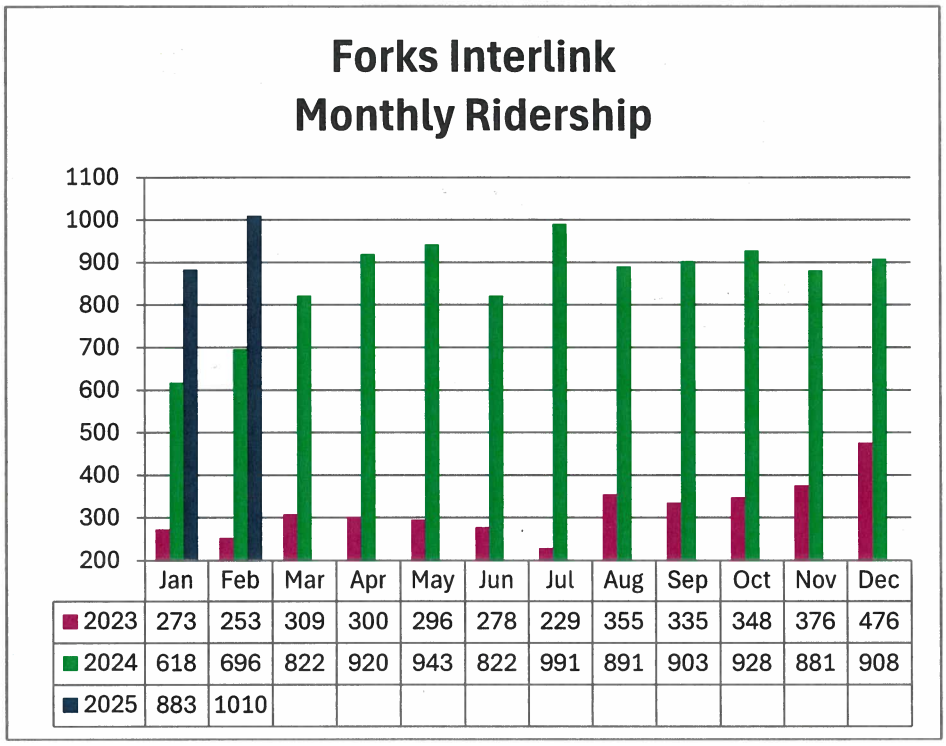
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	187	126	182	205	181	237	204	254	226	209	185	135
2022	202	207	261	208	203	189	189	234	211	254	176	181
2023	192	173	253	235	222	248	205	236	200	239	208	182
2024	190	196	223	318	319	309	288	300	250	276	212	291
2025	329	274										

Hurricane Ridge



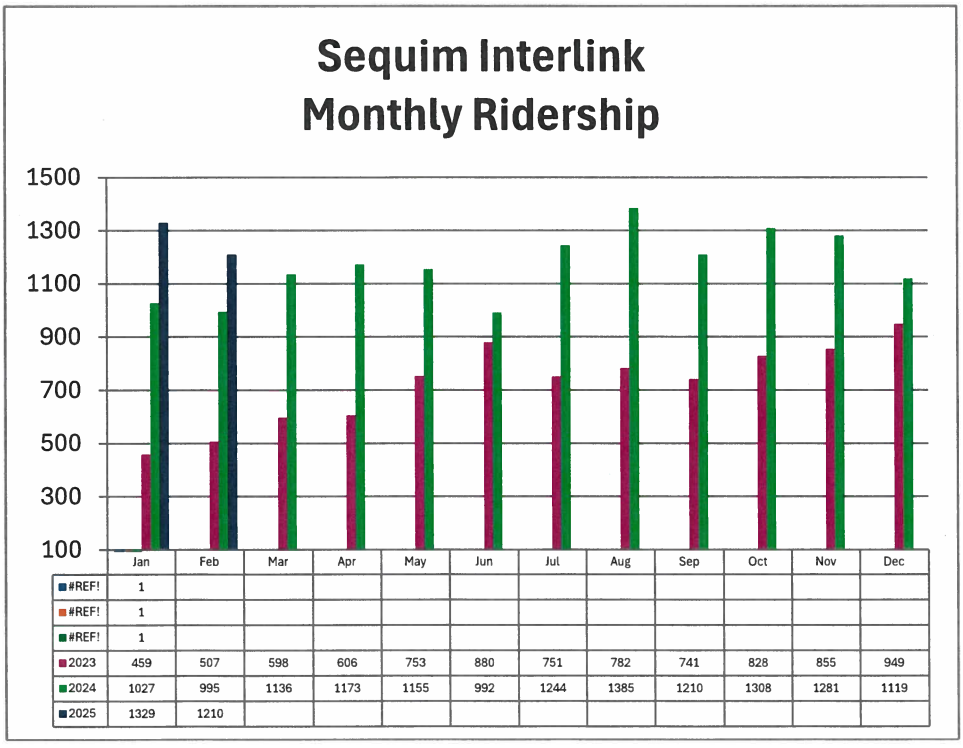
	May	Jun	Jul	Aug	Sep	Oct
2022		632	692	997	890	
2023		0	11865	8145	2814	216
2024	231	1541	3290	2936	279	
2025						

Interlink services (Sequim and Forks)

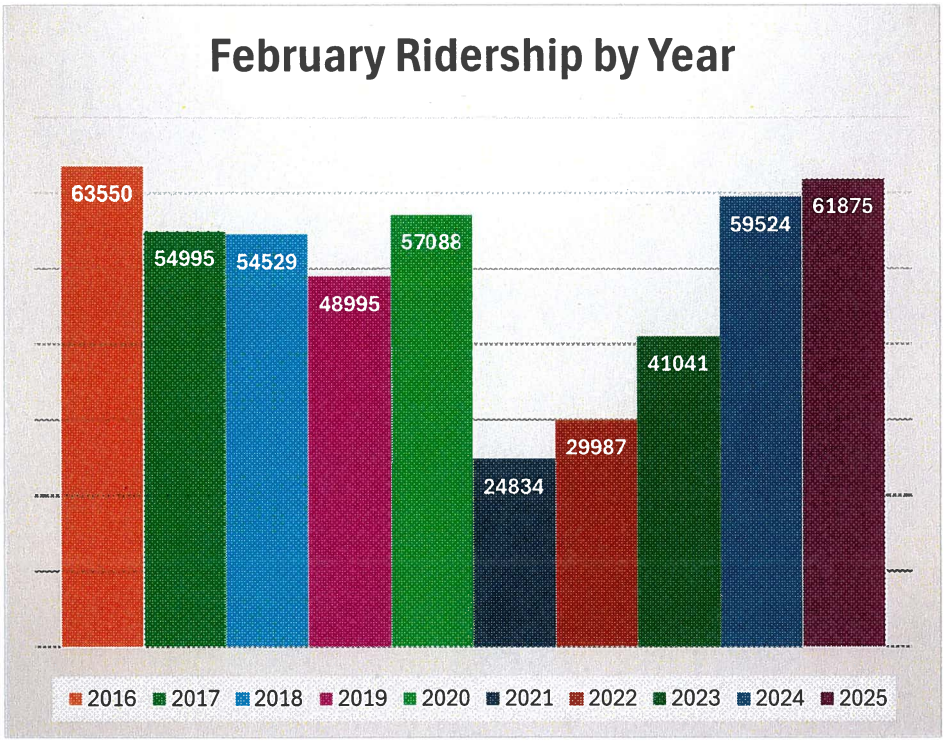


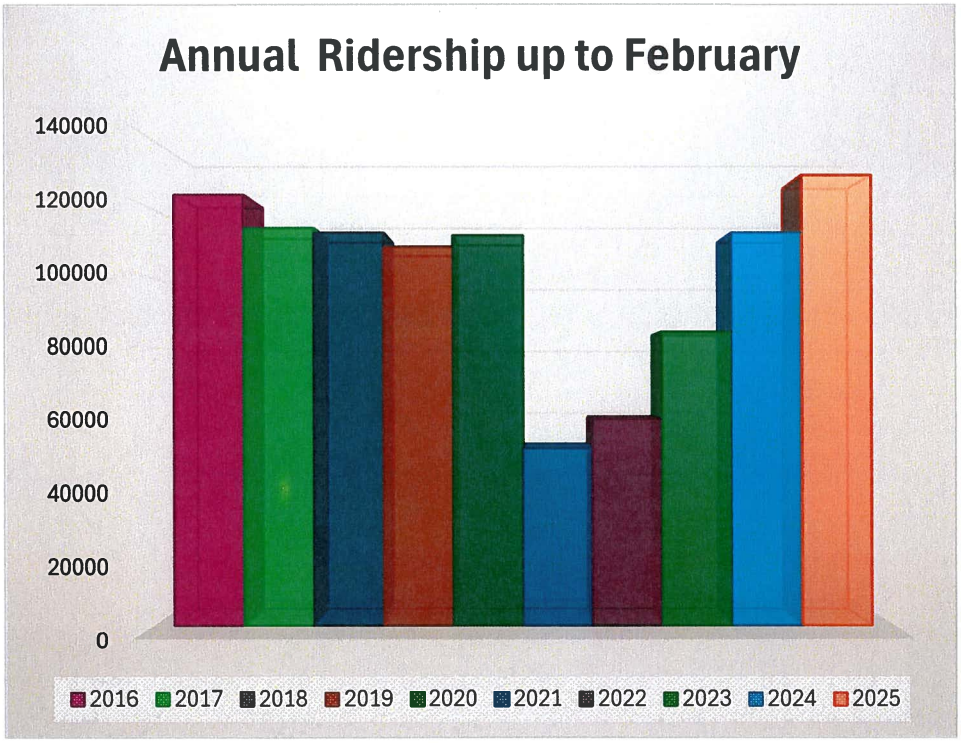
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	273	253	309	300	296	278	229	355	335	348	376	476
2024	618	696	822	920	943	822	991	891	903	928	881	908
2025	883	1010										

Interlink services (Sequim and Forks)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
#REF!	1											
#REF!	1											
#REF!	1											
2023	459	507	598	606	753	880	751	782	741	828	855	949
2024	1027	995	1136	1173	1155	992	1244	1385	1210	1308	1281	1119
2025	1329	1210										


February Ridership by Year
63550
54995
54529
48995
57088
24834
29987
41041
59524
61875
2016 2017 2018 2019 2020 2021 2022 2023 2024 2025


Annual Ridership up to February
140000
120000
100000
80000
60000
40000
20000
0
2016 2017 2018 2019 2020 2021 2022 2023 2024 2025

Title: February 2025 Financial Report
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-019
Date: March 19, 2025

BACKGROUND

Clallam Transit System (CTS) provides financial data information to keep the board informed of the financial status for the previous month, as well as short-term projections. The discussion items below represent items of note for the reporting month's activity.

DISCUSSION

Cash Balances: The total cash balance as of February 28, 2025, was $30,045,901. Of those funds, $22.9 million is unrestricted. Ten million dollars of those unrestricted funds are currently held in the Separately Managed Account (SMA) for long-term investments.

Sales Tax Revenue: The sales tax deposit for February was $1,038,604.11. This was 8.6% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue includes $92 thousand in interest revenue and $14.6 thousand from the Department of Labor and Industries (L&I) for the Stay at Work program. Interest rates from the Local Government Investment Pool (LGIP) dropped from 4.45% to 4.43%.

RECOMMENDED ACTION

None.

ATTACHMENTS

Monthly Board Report
Sales Tax Chart
Salary, Wages, and Benefits Chart
Revenue and Expenses Chart
SMA Net Position

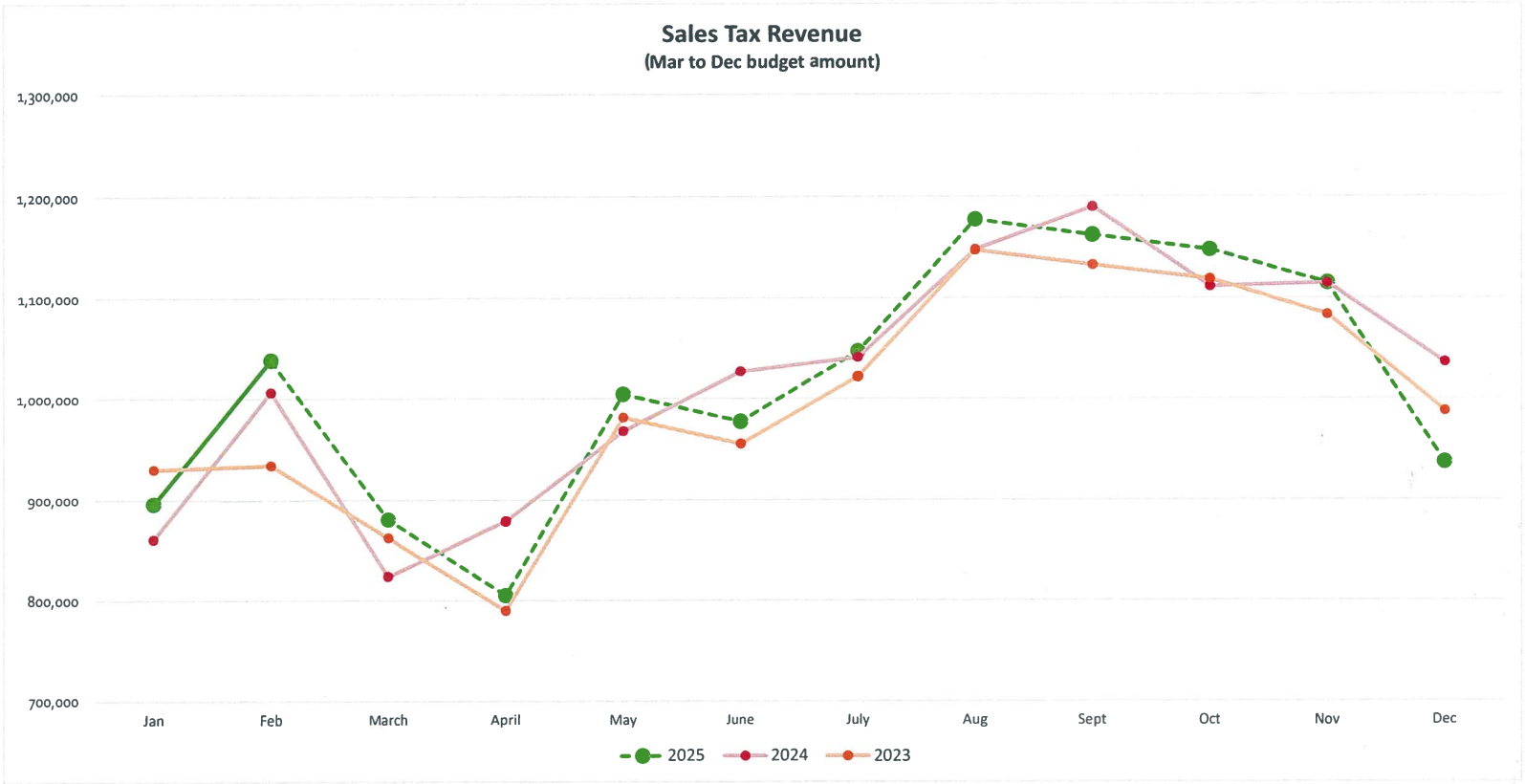
Clallam Transit System

Monthly Budget Report

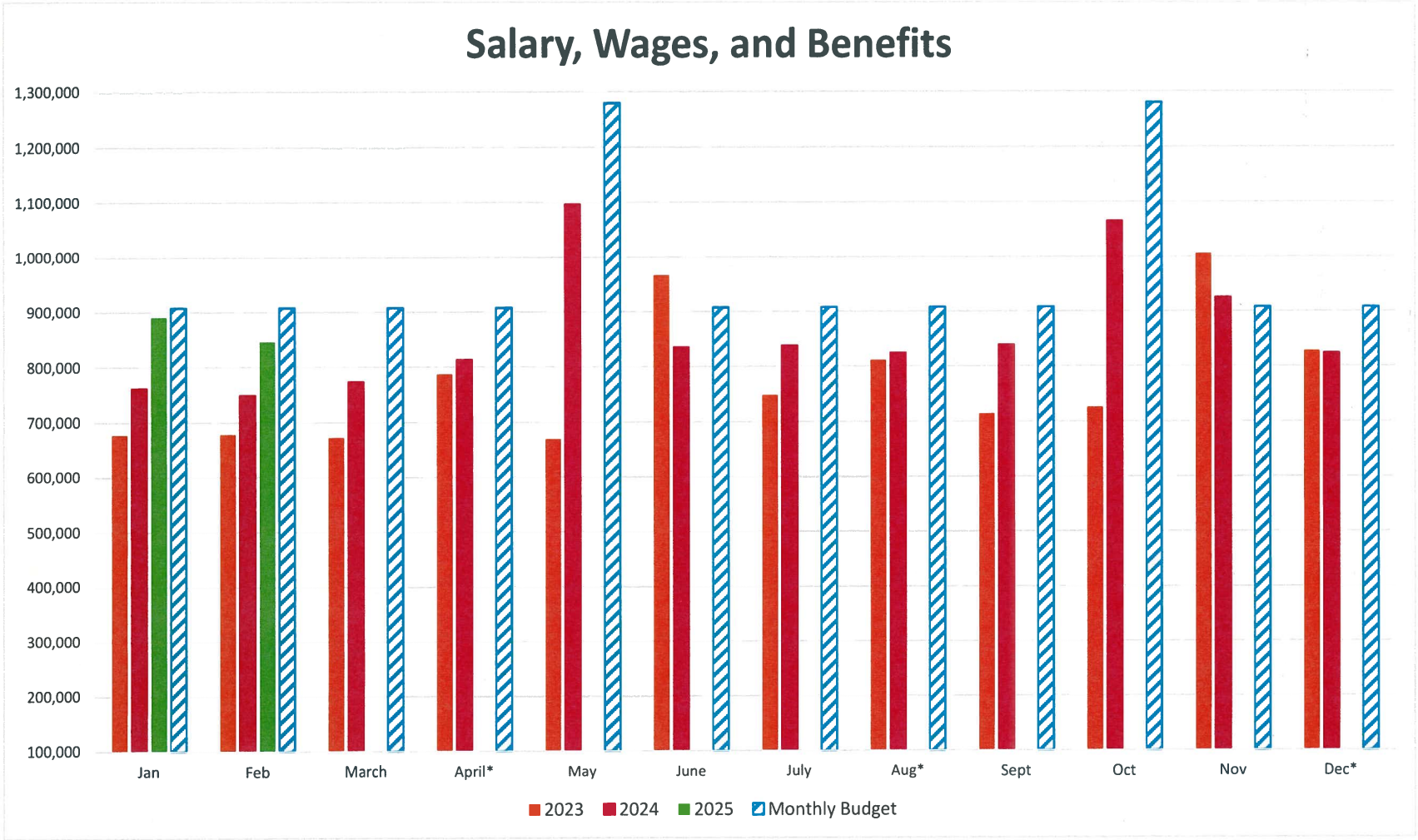
Group Summary

For Fiscal: Current Period Ending: 02/28/2025

ExpCat	February Budget	February Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
Revenue									
RevType: 10 - Passenger Fare Revenue									
	13,744.50	9,692.26	-4,052.24	-70.52%	27,489.00	21,316.51	-6,172.49	-77.55%	165,000.00
Total RevType: 10 - Passenger Fare Revenue:	**13,744.50**	**9,692.26**	**-4,052.24**	**-70.52%**	**27,489.00**	**21,316.51**	**-6,172.49**	**-77.55%**	**165,000.00**
RevType: 20 - Rideshare Revenue									
	11,245.50	14,475.00	3,229.50	-128.72%	22,491.00	15,650.00	-6,841.00	-69.58%	135,000.00
Total RevType: 20 - Rideshare Revenue:	**11,245.50**	**14,475.00**	**3,229.50**	**-128.72%**	**22,491.00**	**15,650.00**	**-6,841.00**	**-69.58%**	**135,000.00**
RevType: 30 - Paratransit Revenue									
	541.45	716.01	174.56	-132.24%	1,082.90	1,031.11	-51.79	-95.22%	6,500.00
Total RevType: 30 - Paratransit Revenue:	**541.45**	**716.01**	**174.56**	**-132.24%**	**1,082.90**	**1,031.11**	**-51.79**	**-95.22%**	**6,500.00**
RevType: 40 - Sales Tax Revenue									
	955,972.00	1,038,604.11	82,632.11	-108.64%	1,907,521.00	1,934,334.80	26,813.80	-101.41%	12,166,345.00
Total RevType: 40 - Sales Tax Revenue:	**955,972.00**	**1,038,604.11**	**82,632.11**	**-108.64%**	**1,907,521.00**	**1,934,334.80**	**26,813.80**	**-101.41%**	**12,166,345.00**
RevType: 50 - WSDOT Grant Revenue									
	83.30	0.00	-83.30	0.00%	166.60	0.00	-166.60	0.00%	2,326,000.00
Total RevType: 50 - WSDOT Grant Revenue:	**83.30**	**0.00**	**-83.30**	**0.00%**	**166.60**	**0.00**	**-166.60**	**0.00%**	**2,326,000.00**
RevType: 60 - Other Operating Revenue									
	83,504.08	122,209.44	38,705.36	-146.35%	167,008.16	266,532.31	99,524.15	-159.59%	1,002,450.00
Total RevType: 60 - Other Operating Revenue:	**83,504.08**	**122,209.44**	**38,705.36**	**-146.35%**	**167,008.16**	**266,532.31**	**99,524.15**	**-159.59%**	**1,002,450.00**
Total Revenue:	**1,065,090.83**	**1,185,696.82**	**120,605.99**	**-111.32%**	**2,125,758.66**	**2,238,864.73**	**113,106.07**	**-105.32%**	**15,801,295.00**
Expense									
00 - Salaries & Wages	597,546.95	549,642.12	47,904.83	91.98%	1,195,093.90	1,085,934.71	109,159.19	90.87%	7,760,350.00
10 - Personnel Benefits	310,154.45	296,953.64	13,200.81	95.74%	620,308.90	590,441.68	29,867.22	95.19%	3,875,141.00
20 - Fuel and Fluids	113,013.11	94,493.37	18,519.74	83.61%	226,026.22	193,414.53	32,611.69	85.57%	1,356,700.00
30 - Parts and Supplies	47,580.95	32,577.36	15,003.59	68.47%	95,161.90	50,933.48	44,228.42	53.52%	571,200.00
40 - Professional & Misc Services	61,325.45	10,846.73	50,478.72	17.69%	122,650.90	125,120.30	-2,469.40	102.01%	736,200.00
50 - Maintenance & Repair	28,363.65	23,549.06	4,814.59	83.03%	56,727.30	47,532.32	9,194.98	83.79%	340,500.00
60 - Communications	11,162.20	7,723.83	3,438.37	69.20%	22,324.40	11,472.45	10,851.95	51.39%	134,000.00
70 - Insurance	41,233.50	41,055.25	178.25	99.57%	82,467.00	82,110.50	356.50	99.57%	495,000.00
80 - Other Operating Expenses	19,171.49	24,691.37	-5,519.88	128.79%	38,342.98	27,171.29	11,171.69	70.86%	230,150.00
Total Expense:	**1,229,551.75**	**1,081,532.73**	**148,019.02**	**87.96%**	**2,459,103.50**	**2,214,131.26**	**244,972.24**	**90.04%**	**15,499,241.00**
Report Total:	**-164,460.92**	**104,164.09**	**268,625.01**		**-333,344.84**	**24,733.47**	**358,078.31**		**302,054.00**



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
2025	895,731	1,038,604	*880,889*	*805,747*	*1,005,085*	*978,228*	*1,047,493*	*1,177,778*	*1,162,551*	*1,148,189*	*1,115,098*	*937,766*	895,731	12,166,345
2024	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505
2023	930,181	934,432	862,265	790,040	981,638	955,824	1,022,400	1,147,624	1,132,989	1,119,185	1,083,882	988,239	11,948,698	11,205,720



	Jan	Feb	March	April*	May	June	July	Aug*	Sept	Oct	Nov	Dec*	YTD	Annual Budget
Monthly Budget	*907,701*	*907,701*	*907,701*	*907,701*	*1,279,125*	*907,701*	*907,701*	*907,701*	*907,701*	*1,279,125*	*907,701*	*907,701*		11,841,575
2025	*891,035*	*846,596*											*1,739,656*	11,635,491
2024	*761,986*	*749,110*	*773,474*	*813,419*	*1,096,265*	*835,082*	*838,348*	*824,801*	*839,214*	*1,064,962*	*925,298*	*824,426*	*10,346,384*	11,841,575
2023	677,278	678,107	672,436	787,116	669,476	966,873	747,987	811,363	714,182	725,669	1,005,124	828,340	9,283,952	9,628,040

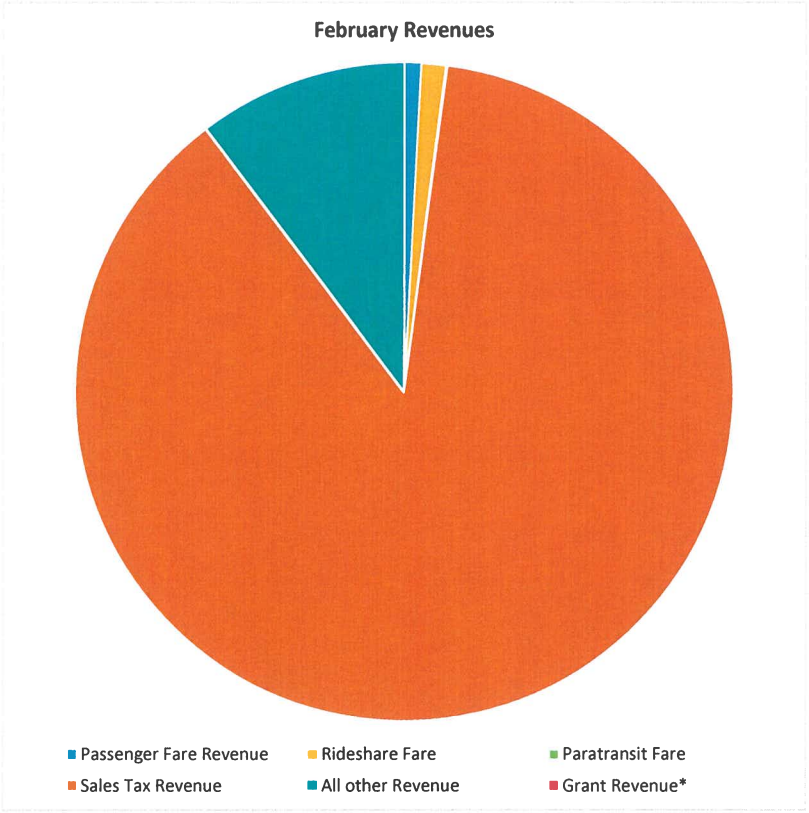
Highlighted cells are months with three payrolls.

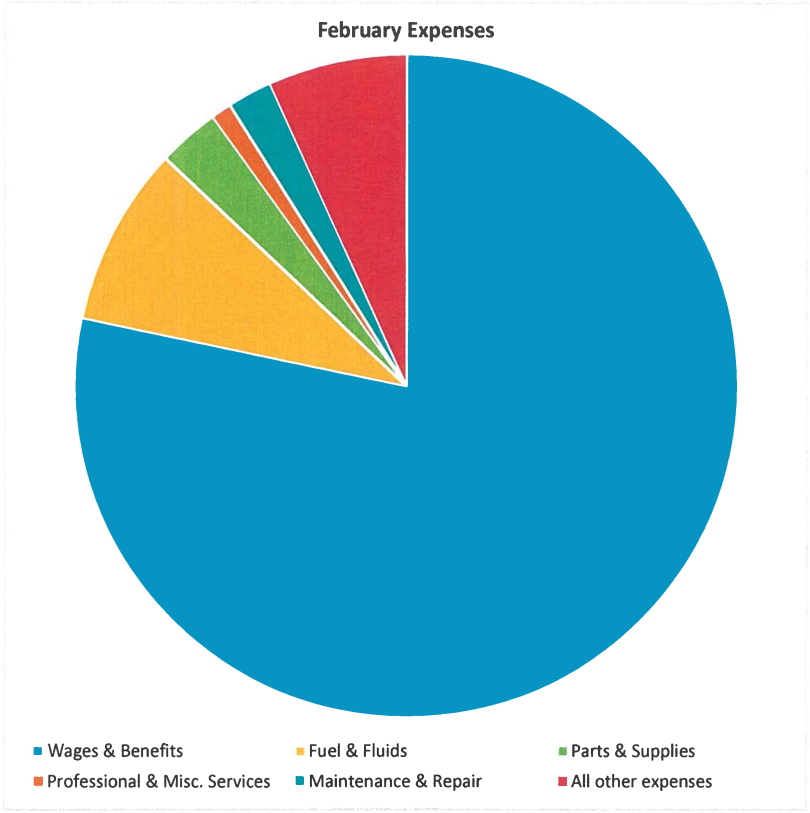
*In 2023, Retention payments will be made to staff in April, August, and December.

REVENUES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Passenger Fare Revenue	11,624	9,692											21,317	165,000	12.92%
Rideshare Fare	1,175	14,475											15,650	135,000	11.59%
Paratransit Fare	315	716											1,031	6,500	15.86%
Sales Tax Revenue	895,731	1,038,604											1,934,335	12,166,345	15.90%
All other Revenue	144,323	122,209											266,532	1,002,450	26.59%
Grant Revenue*	-	-											-	2,326,000	0.00%

*Grant revenue appears in the Financial Statement during the month that the reimbursement requests are made, not when the funds are received.

EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
Wages & Benefits	829,781	846,596											1,676,377	11,635,491	14.41%
Fuel & Fluids	21,287	94,493											115,780	1,927,900	6.01%
Parts & Supplies	18,376	32,577											50,953	736,200	6.92%
Professional & Misc. Services	114,274	10,847											125,120	736,200	17.00%
Maintenance & Repair	23,983	23,549											47,532	340,500	13.96%
All other expenses	47,284	73,470											120,754	859,150	14.06%





SMA Net Position
January 2025 - February 2025

SMA-Clallam Transit	February 2025
Operations	
ADDITIONS	
Investment Earnings	31,500.11
DEDUCTIONS	
Administrative Expenses	320.49
Change in Net Position - Operations	**31,179.62**
SMA Participant Transactions	
CONTRIBUTIONS	10,000,000.00
DISTRIBUTIONS	0.00
Change in Net Position - Part. Txns.	**10,000,000.00**
Change in Net Position	**10,031,179.62**
Beginning Net Position	0.00
Ending Net Position	**10,031,179.62**
AVERAGE BOOK BALANCE	9,998,214.20
GROSS YIELD (Earnings before fee)	4.423%
NET YIELD (Net of fee)	4.378%
Fee Rate	0.045%
Statement of Net Position	
Investment Book Value	9,998,982.82
Accrued Interest/Income	31,090.32
Oustanding PAI	1,426.97
Admin. Fee Liability	(320.49)
Net Position (Amortized Cost)	**10,031,179.62**
Market Value	10,004,410.33

Title: Administrative Services Department Report
Submitted By: Barb Cox, Human Resources Manager
Authorized By: James I. Fetzer, General Manager

Factsheet: 2025-020
Date: March 19, 2025

Background

The Clallam Transit System (CTS) human resources manager communicates with the CTS Board on activities and operations of the administrative services department.

Discussion

Recruitments included:

- Paratransit operator vacancy – 2 positions filled. Recruitment closed.
- Fixed-route transit operator – filling 3 projected vacancies. Recruitment closed.
- Fleet maintenance technician opened and processing candidates.
- Internal recruitments continue for paratransit instructor and relief dispatcher/CSR – 2 applicants appointed.

We had one fixed-route operator separate from employment with three retirements fast approaching. We currently have 1 employee out on workers compensation.

We are continuing to monitor the impacts of executive order 11246 as it relates to our agency, particularly our equal employment opportunity (EEO) plan. There is still much uncertainty as to the implications and how they will fully impact CTS and we are awaiting the final guidance.

The CTS new board member orientation has not been scheduled for this year as there are no new board members; however, if there is interest expressed, we will certainly accommodate.

Recommended Action

None.

Attachments

None.